Annex J

Contents

TAB A NOTIFICATION OF SPILL INCIDENT 2

TAB B INITIAL RESPONSE 8

TAB C CONTAINMENT, COUNTERMEASURES AND RECOVERY 15

TAB D COST DOCUMENTATION AND RECOVERY 24

TAB E REMOVAL AND DISPOSAL 27

TAB F DEMOBILIZATION AND SECURE OPERATIONS 28

TAB G CLAIMS PROCESSING PROCEDURES 29

TAB H PUBLIC INFORMATION 29

TAB I AIR OPERATIONS 30

TAB J PORT TRAFFIC MANAGEMENT 34

TAB K COMMUNICATIONS 38

TAB L FIREFIGHTING 45

TAB M SALVAGE 51

TAB N WILDLIFE RECOVERY 56

TAB O VOLUNTEERS 81

ANNEX J OPERATIONS
APPENDIX II CHECKOFF LIST
TAB A NOTIFICATION OF SPILL INCIDENT

A substantial spill of oil usually has a responsible party (RP) who is aware that the discharge has occurred (as in the case of a vessel grounding or collision, or a tank or pipeline rupture at a facility, for example).

The party responsible for a discharge of oil into the navigable waters of the United States is required by federal law (40 CFR Part 302) to immediately report the discharge to the Coast Guard; and if the discharge occurs within the waters of the state of California, by state law to report it to the state. Responsible parties meet their requirement under federal law by reporting the spill to the National Response Center or to Coast Guard Marine Safety Office San Francisco Bay. State law requires the report to be made to the Office of Emergency Services.

However, reports of oil spills (usually smaller ones) are often made by persons other than the responsible party directly to MSO San Francisco Bay or to the NRC. The diagram below depicts the ways that the initial notification of an oil spill can be received, and the notification protocol that exists among the federal and state principals.

NO RESPONSIBLE PARTY	RESPONSIBLE PARTY

NRC	USCG	CA OES
1-800-424-8802	MARINE SAFETY OFFICE 510-437-3073	1-800-852-7750

Information to be collected and passed as part of the notification procedure is listed on the Incident Information Form (Figure J-II-A-1). The minimum information required to be passed is indicated by an asterick (*) on the form.

Figure J-II-A-2 designates responsibility and ensures accountability for the notification of other federal and state agencies and non-profit/public interest groups. The intent is to show the chain of responsibility for notifications, rather than a specific notification checkoff list intended for use by all parties. No attempt has been made to represent the complete notification lists used by state and local government emergency contacts.

INCIDENT INFORMATION

NAME/CALL BACK NUMBER OF PERSON REPORTING THE INCIDENT*:_____
_____DATE:_____ TIME:_____

VESSEL/FACILITY INFORMATION AND POINTS OF CONTACT

VESSEL NAME*_____ NUMBER OF CREW/PASSENGERS_____
VESSEL LOCATION _____
TYPE OF VESSEL: [ ] TANKER [ ] BARGE [ ] CARGO [ ] OTHER:_____ FLAG*_____
AGENT _____PHONE_____
VESSEL OWNER*_____PHONE_____
VESSEL OPERATOR/CHARTERER_____PHONE_____
LAST PORT OF CALL _____ DESTINATION_____
PARTICULARS: LENGTH _____ FT, TONNAGE (GROSS/NET/DWT)_____ / DRAFT FWD: _____ AFT: _____, YR BUILT_____
TYPE OF HULL: [ ] SINGLE [ ] DOUBLE [ ] DOUBLE BOTTOM [ ] DOULBLE SIDED
HULL MATERIAL _____
TYPE OF PROPULSION: [ ] DIESEL [ ] STEAM [ ] GAS TURBINE [ ] NUCLEAR [ ] OTHER_____
PETROLEUM PRODUCT(S) ONBOARD: [ ] YES [ ] NO
TYPE OF CARGO _____TOTAL # OF TANKS ON VSL_____
TOTAL QUANTITY _____BARRELS X 42 = _____GALLONS / TOTAL CAPACITY_____ BARRELS
TYPE OF FUEL _____ QUANTITY ON BOARD_____ BARRELS
INCIDENT INFORMATION* **DATE:_____ TIME:_____**
LOCATION _____LAT/LONG:_____

TYPE OF CASUALTY: [ ] GROUNDING [ ] COLLISION [ ] ALLISION [ ] EXPLOSION [ ] FIRE

[ ] OTHER _____

NUMBER OF TANKS IMPACTED _____ TOTAL CAPACITY OF AFFECTED TANKS_____

MATERIAL SPILLED_____VISCOSITY _____

EST. QUANTITY SPILLED_____(GALLONS/BARRELS) CLASSIFICATION: [ ] MINOR [ ] MEDIUM [ ] MAJOR

SOURCE SECURED? [ ] YES [ ] NO IF NOT, EST. SPILL RATE:_____ BARRELS(GALLONS)/HOUR

INCIDENT STATUS

INJURIES/CASUALTIES _____ [ ] SAR UNDERWAY

VESSEL STATUS: [ ] SUNK [ ] AGROUND [ ] DEAD IN WATER: SET AND DRIFT _____

[ ] ANCHORED [ ] BERTHED [ ] UNDER TOW: EST TIME TO DOCK/ANCHOR _____

[ ] ENROUTE TO ANCHORAGE/BERTH UNDER OWN POWER: EST TIME OF ARRIVAL _____

[ ] HOLED: [ ] ABOVE WATERLINE [ ] BELOW WATERLINE [ ] AT WATERLINE APPROX. SIZE OF HOLE _____

[ ] FIRE: [ ] ESTINGUISHED [ ] BURNING [ ] ASSISTANCE: ENROUTE/ON-SCENE _____

[ ] FLOODING [ ] DEWATERING [ ] LIGHTERING [ ] ASSISTANCE: ENROUTE/ON-SCENE _____

[ ] LIST: [ ] PORT [ ] STARBOARD DEGREES _____ TRIM: [ ] BOW [ ] STERN

WEATHER*

WIND _____KTS, DIRECTION _____ AIR TEMPERATURE _____F, WATER TEMPERATURE _____F

WAVE HEIGHT _____FT, DIRECTION _____ SWELLS _____FT, DIRECTION _____

CURRENT _____KTS, DIRECTION _____

TIDE: [ ] SLACK [ ] FLOOD [ ] EBB HIGH TIDE AT _____HRS, LOW AT _____HRS.

NOTIFICATION TABLE*

AGENCY/GROUP	**RESPONSIBLE FOR NOTIFYING:**	
CG MSO San Francisco	CA OES	800-852-7750(24hr)
	Date/Time:_____	
	Person Notified:_____	
	CG District 11 OPCEN	310-980-4400(24hr)
	Date/Time:_____	
	Person Notified:_____	
	NOAA SSC	310-980-4107 or
	Date/Time:_____	800-759-7243 (pgr)
		PIN 5798818
	US Navy	415-395-5554(24hr)
	Date/Time:_____	
	Person Notified:_____	
	USCG Group/Air Station Humboldt Bay	
		707-839-6116(24hr)
	Date/Time:_____	
	Person Notified:_____	
	USCG Public Affairs(nr)	510-437-3324
	Date/Time:_____	
	Person Notified:_____	

USCG Group/Airsta Humboldt Bay
USCG MSO San Francisco Bay 510-437-3073(24hr)
CA Office of Emergency Services (OES)
USCG MSO San Francisco 510-437-3073(24hr)
OSPR (dispatch) 916-445-0045(24hr)
County OES(s) (or designated local emergency contact)
Regional Water Quality Control Board 800-852-7550(24hr)
CA Dept. of Parks & Recreation 800-548-1432(24hr)
CA Coastal Commission 415-904-5250
CA State Lands Commission 800-852-7550(24hr)

*This table is intended to show notification responsibilities only. It is not a detailed notification “checklist.”

AGENCY/GROUP	RESPONSIBLE FOR NOTIFYING:
CA OES (cont'd)	CA EPA, Dept. of Toxic Substance Control
	CALTRANS
510-286-0315(24hr)	
	California Highway Patrol (CHP)
	707-648-5550(24hr)
	** Other agencies as prescribed by state notification system
County OES	County Health Department (s)
(or designated local emergency contact)	County Fire Department(s)
	County & City Police Department(s)
	Harbormaster(s)/Port Authority(s)
	** Other agencies and groups as prescribed by county notification system
	** owners/operators/trustees of property or facilities potentially impacted
Harbormaster(s)/ Port Authority(s)	Fisherman's Organization(s)

*This table is intended to show notification responsibilities only. It is not a detailed notification "checklist."

AGENCY/GROUP	**RESPONSIBLE FOR NOTIFYING:**
USCG 11th District OPCEN	USCG Pacific Area OPCEN Date/Time:_____ Person Notified:_____ USCG Pacific Strike Team415-883-3311(24hr) Date/Time:_____ Person Notified: _____ USCG Group Humboldt Bay/San Francisco Date/Time:_____ Person Notified:_____
OSPR	International Bird Rescue Research Center (IBRRC) 510-841-9086(24hr) State Interagency Oil Spill Committee (SIOSC) Confidential Notification List
NOAA SSC	U.S. Fish & Wildlife Service (appropriate field office) Date/Time:_____ Person Notified:_____ Farallones Nat’l Marine Sanctuary 415-556-3509 Date/Time:_____ Person Notified: _____ National Park Service/GGNRA 415-556-4462(24hr) Date/Time:_____ Person Notified:_____
	IBRRC Marine Mammal Center 415-289-7325(24hr) Date/Time:_____ Person Notified:_____

*This table is intended to show notification responsibilities only. It is not a detailed notification “checklist.”

AGENCY/GROUP	**RESPONSIBLE FOR NOTIFYING:**
IBRRC	Marine Mammal Center 415-289-7325(24hr) Date/Time:_____ Person Notified:_____ Pacific Wildlife Care Center(805-489-0411) Date/Time:_____ Person Notified:_____
Marine Mammal Center	Friends of the Sea Otter 408-373-2747 (9am-5pm) 408-726-1750 (after 6pm) Date/Time:_____ Person Notified: _____ Center for Marine Conservation 408-375-4509 Date/Time:_____ Person Notified:_____
Friends of the Sea Otter	Save Our Shores 408-462-5560 (day) (after hrs.) 408-423-5063 Date/Time:_____ Person Notified:_____

*This table is intended to show notification responsibilities only. It is not a detailed notification “checklist.”

TAB B INITIAL RESPONSE

The following initial assessment and response actions (first 2 hours after notification) will be carried out by Federal, State and Responsible Party Incident Commanders in response to the report of an oil spill equivalent to any worst case, major or potential major spill. It is envisioned that the various response organizations will initially activate their Operations Sections and Command Staffs of the Incident Command System. **All entities take action simultaneously to accomplish a rapid, effective and organized response.** This is the first step toward establishing a fully functioning Unified Command System.

GOALS TO BE ACCOMPLISHED DURING THE FIRST 2 HOURS:

Ensure Personnel Safety
Secure Source
Complete Notifications
Assess Situation: Magnitude, Severity, Threat
Initiate Immediate Response Actions

INCIDENT COMMANDER:

Federal, State, and Responsible Party (RP) Incident Commanders take the following immediate actions:

____ Complete Notification Cascade (TAB A above).

____ Activate the Operations Section of the ICS. The Operations Section takes the immediate actions as assigned below.

____ Activate the Command Staff. The Command Staff elements take the immediate actions as assigned below.

____ Obtain Initial Incident Status and Situation Assessment Briefings from Operations Section Chief and Command Staff.

____ Assess situation, determine priorities, establish strategic goals and tactical objectives, and assess response needs.

____ Identify team to consider use of alternate technologies, especially dispersants. Set goal for time of decision.

____ Develop initial Incident Action Plan and identify initial preplanned response strategies to implement.

____ OSC decides if the Oil Spill Liability Trust Fund is to be opened. State Incident Commander decides if the State Fund is to be opened.

____ Authorize information releases to the media and schedule initial press conference.

____ Review results of initial helicopter overflight of scene, and determine desired intensity of air operations.

____ Incident Commanders jointly establish a Unified Command organization, staffing and identify Command Post location.

OPERATIONS SECTION:

____ Request Coast Guard Search and Rescue Mission Coordinator respond as needed.

____ Request Emergency Medical Services assistance as needed.

(EMS Operations will be performed and coordinated through existing local EMS systems.)

____ Determine if pollution source can be secured and direct operations to secure, if possible.

____ Dispatch pollution response team.

____ Identify and document the discharge source and Responsible Party, if necessary.

____ Evaluate the severity of the incident Estimate window(s) of opportunity. (Figure J-II-B-1)

____ Conduct situation analysis including grounding, firefighting and salvage problems. (TABs K & L)

____ Conduct HAZMAT situation investigations, site surveys, air monitoring, and analyze HAZMAT problems, if any.

____ Direct and manage HAZMAT resources to accomplish tactical operational objectives, if necessary.

____ Determine current, tide and weather effects on the situation and product movement.

____ Initiate data collection and evaluation of option to use dispersants. Use dispersant checklist from Annex G.

____ Identify sites for immediate pre-cleaning. Identify personnel to conduct pre-cleaning operations.

____ Identify high priority areas for early protection. Select appropriate response strategies to implement from Annex E.

____ Estimate equipment required for initial response priorities. (Figure J-II-B-2)

____ Direct the delivery and deployment of first equipment to arrive on scene.

____ Consider dispatching liaisons to local Oil Spill Response Organization(s).

____ Identify safety hazards that may be present and report observations to the Safety Officer.

____ Brief Incident Commander, make recommendations concerning priorities, strategic goals and tactical objectives. Assist with development of the Immediate Incident Action Plan.

____ Recommend that the Oil Spill Liability Trust Fund or State Fund be opened, if necessary. Coast Guard to obtain Federal Project Number and ceiling if the federal fund is opened. (Annex C & TAB D of this Annex)

____ Arrange for initial CG helicopter overflight with Marine Safety Office observer and video link (or follow-up flight) for OSC, State and RP.

____ Ensure response teams issue appropriate Federal and State forms:

Letter of Federal Interest (CG)
Letter of Designation of Source (CG)
Directive/Administrative Order (CG)
Letter of Federal Assumption (CG)

____ Identify and request additional resource and logistics needs.

____ Suggest organization and staffing for the Operations Section of the Unified Command. (Annex B)

SAFETY STAFF:

____ Identify and evaluate immediate public health and safety risks, and fire/explosion hazards.

____ Recommend site control or evacuations to isolate public from possible exposure.

____ Assess environmental conditions, including air and water monitoring, and recommend immediate actions to be taken by first responders for protection of health and safety.

____ Determine if spill has weathered to grade "D" or below.

____ Verify that all agency personnel already mobilized for initial response have the OSHA training required to participate in response.

____ Conduct site safety evaluation and develop Site Safety Plan. (Annex H)

____ Recommend staffing level for Safety Staff to Unified Command.

INVESTIGATION STAFF:

____ Dispatch casualty investigator to scene:
To assist pollution team to identify source and RP.
To conduct drug testing (if applicable)
To secure statements, physical evidence, and samples.

____ Coordinate concurrent investigations and conduct cooperative investigations where appropriate. (Annex C, Appendix II, TAB D)

____ Recommend staffing level for Investigations to Unified Command.

INFORMATION MANAGEMENT STAFF:

____ Act as Historian and record all case-related information. Ensure that all response personnel are carefully documenting all response and incident information. (NOTE: **Initiating data capture immediately is key to efficiently and effectively preparing to write the after-action report**.

____ Complete Initial Incident Information Sheet and pass to all responders. (Figure J-II-A-1)

____ Draft Pollution Report (POLREP) for release by FOSC.

____ Setup and maintain a crisis information status board, summary forms, display systems and any other methods to effectively manage response information.

____ Initiate central data collection and routing systems.

PUBLIC AFFAIRS STAFF:

____ Prepare initial press release to read:

"Yes, we have received a report of a spill and we are in the process of investigating. A formal press release will be prepared as soon as possible."

____ Prepare more detailed press statement for future release. (Annex L)

____ Make initial arrangements for first press brief.

____ Organize and conduct Unified Command media briefings.

LIAISON STAFF:

____ Serve as the initial point of contact for participating response agencies and identify appropriate assignment to UCS system(s).

____ Receive and coordinate all calls from public and private entities offering assistance or requesting information.

____ Make recommendations to the Incident Commander on the organization, staffing and tasking for the future Unified Command System.

____ Maintain a spill response summary distribution list for all public and private entities requesting spill response status reports.

____ Resolve and identify to the UCS public and private concerns related to the status and effectiveness of the response.

LEGAL STAFF:

____ Provide legal advise to the Incident Commander in support of response decision making.

DATE:_____

TIME:_____

SITUATION ASSESSMENT

URGENCY OF SITUATION:

IMMEDIATE SAFETY CONCERNS OF PERSONNEL ON-SCENE:

1._____

2._____

3._____

ACTIONS UNDERWAY TO ENSURE SAFETY:_____

_____

POSSIBLE WORST CASE SCENARIO(S):

1._____

2._____

3._____

VESSEL SITUATION ASSESSMENT: (ALSO SEE TABS L AND M)

WINDOWS OF OPPORTUNITY:

_____ HOURS UNTIL SHIP STRANDS

_____ HOURS UNTIL WEATHER, SEAS, WIND, CURRENT WORSEN AND ACCELERATE WORST CASE

_____ HOURS UNTIL SHIP SINKS

_____ HOURS REQUIRED TO EXTINGUISH FIRE

_____ HOURS UNTIL _____

ESTIMATED HOURS TO PREVENT WORST CASE SCENARIO

_____ HOURS TO DETERMINE REQUIRED RESOURCES

_____ HOURS UNTIL REPAIRS COMPLETED/MACHINERY ON LINE

_____ HOURS TO ARRANGE FOR DISPATCH OF APPROPRIATE RESOURCES

_____ HOURS UNTIL TOWING/FIREFIGHTING/SALVAGE VESSELS ARRIVE

_____ HOURS TO RIG TOW LINE, PUMPS, OTHER EQUIPMENT

_____ HOURS _____

SPILL THREAT

ESTIMATED QUANTITY SPILLED:_____/_____ GALLONS/BARRELS

ESTIMATED RATE OF RELEASE_____ESTIMATED BY: [ ] SOUNDING [ ] GAUGING

FREQUENCY OF TANK READINGS:_____

ESTIMATED TIME TO SECURE SOURCE: _____OBSTACLES TO SECURING SOURCE:_____

SPILL TRAJECTORY:

DIRECTION OF MOVEMENT:_____EST. SURFACE AREA OF SLICK:_____

ESTIMATED TIME TO LANDFALL:_____

MAJOR SENSITIVE SITES AT IMMEDIATE RISK: **TIME BEFORE IMPACT OCCURS**

(REFERENCE: ANNEX E)

1. _____ _____

2. _____ _____

3. _____ _____

4. _____ _____

5. _____ _____

ESTIMATE OF EQUIPMENT REQUIRED

Notes: 1. Use a separate worksheet for each individual site requiring a response.
2. See Annex F for complete local equipment listing.

SITE:_____

Boom:

Type _____ Length _____ Source _____ ETA_____

Type _____ Length _____ Source _____ ETA_____

Type _____ Length _____ Source _____ ETA_____

Type _____ Length _____ Source _____ ETA_____

Type _____ Length _____ Source _____ ETA_____

Skimmers:

Type _____ Capacity _____ Source _____ ETA_____

Type _____ Capacity _____ Source _____ ETA_____

Type _____ Capacity _____ Source _____ ETA_____

Boats:

LOA _____ HP_____ Radio Freq _____ Source _____ ETA_____

LOA _____ HP_____ Radio Freq _____ Source _____ ETA_____

LOA _____ HP_____ Radio Freq _____ Source _____ ETA_____

Barges:

Make _____ Capacity _____ Source _____ ETA_____

Make _____ Capacity _____ Source _____ ETA_____

Make _____ Capacity _____ Source _____ ETA_____

Portable Pumps:

Type _____ HP _____ Source _____ ETA_____

Type _____ HP _____ Source _____ ETA_____

Type _____ HP _____ Source _____ ETA_____

Communication Equipment:

Type _____ Model _____ Number _____ Source_____ ETA_____

Type _____ Model _____ Number _____ Source_____ ETA_____

Type _____ Model _____ Number _____ Source_____ ETA_____

Type _____ Model _____ Number _____ Source_____ ETA_____

Type _____ Model _____ Number _____ Source_____ ETA_____

Type _____ Model _____ Number _____ Source_____ ETA_____

Sorbents:

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Other Equipment:

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Type _____Source_____ ETA_____

Staging Area:_____

Figure J-II-B-2 page 2

Transportation Support:

TYPE NUMBER SOURCE

Aircraft:_____

_____

Trucks:_____

_____

_____

Other: _____

_____

Boat Launch:_____

Number of Personnel for Response Equipment Support:

Deploy Boom _____ Tend Boom _____

Operate Skimmer _____ Vessel/Boat Operation _____

Deploy Sorbent _____ Recover Sorbent _____

Other _____

Personnel Transportation:_____

TAB C CONTAINMENT, COUNTERMEASURES AND RECOVERY

GOALS TO BE ACCOMPLISHED:

Contain and Recover Spilled Product
Deploy Appropriate Pollution Countermeasures
Monitor and Evaluate Overall Response Strategy
Develop Daily Incident Action Plans
Establish Unified Command Post and Organization

UNIFIED COMMAND:

The Federal On-Scene Coordinator (OSC), State, and Responsible Party (RP) Incident Commanders take these actions:

____ Designate Unified Command Post location. Establish Unified Command schedule and daily routine including times for over flights, press briefings, staff and daily Incident Action Plan briefings. (See suggested UCS schedule and agendas (Figures J-II-C-1 through J-II-C-4).

____ Ensure Unified Command personnel understand their responsibilities as described in Annex B and task Unified Command elements in accordance with these responsibilities.

____ Authorize the ordering and deployment of response resources.

____ Attend the Response Operations Status Briefing.

____ Conduct initial Press Briefing.

PLANNING SECTION CHIEF:

____ Complete Incident Action Plan and brief Unified Command (Response Planning Briefing). Report on effectiveness of initial response actions underway.

____ Develop and recommend oil spill response activity priorities during early response phases to the Unified Command. (Figure J-II-C-5)

____ Attend Response Operations Status Brief.

____ Initiate response planning for day 2. Develop alternative strategies.

STRATEGY BRANCH:

____ Assist Planning Section Chief develop natural resource protection priorities and protection strategies using Annex E and other references. Document strategy plans. (Figure J-II-C- 5)

____ Prepare and update alternative response strategies and tactical operations plans that anticipate changing requirements.

____ Identify and recommend additional resources and logistics needs.

____ Collect, analyze, and disseminate information about the situation as it progresses, including:
(a) personnel
(b) equipment
(c) facilities
(d) materials and supplies
(e) casualty information
(f) discharge information
(g) environmental observations and forecasts
(h) impacts to natural and economic resources; and
(i) the status of response operations

____ Complete the Situation Status Report Form, (Figure J-II-C-6), for briefings as needed.

TECHNICAL BRANCH:

____ Finalize evaluation of appropriate opportunities to effectively use Alternative Response Technology (ART), including chemical countermeasures, in-situ burning, bioremediation. (Annex G)

____ Coordinate with Natural Resource Trustees to forecast, identify, and assess natural resource injuries. (Annex C, Appendix I, TAB D,F)

____ Provide the Planning Section Chief with a disposal Plan that details the collection, temporary storage, transportation, recycling, and disposal of all anticipated response wastes. (TAB E)

____ Provide scientific and technical information and analysis to support response planning and operations.

OPERATIONS SECTION CHIEF:

____ Assist the Planning Section define strategic response goals and tactical operational objectives for the Incident Action Plan.

____ Develop detailed mission assignments, sortie schedules, duty lists to accomplish the operational objectives detailed in the Incident Action Plan.

____ Document, evaluate and report on response countermeasure efficiency.

____ Provide feedback to Planning Section on field operations with recommendations for long or short-term plans to be developed.

____ Brief Unifed Command. (Response Operations Status Brief)

RECOVERY/PROTECTION BRANCH:

____ Implement, in priority, the preplanned protection and recovery strategies identified in the Incident Action Plan.

____ Deploy and maintain booms, dikes, or other protection devices as directed to accomplish protection, diversion, or containment strategies, and modify planned strategies as required by actual field conditions.

____ Direct the deployment and operation of VOSS's, skimmers, vac trucks and other equipment and methods to effectively accomplish the tactical cleanup objectives of the Incident Action Plan.

____ Identify field conditions effecting containment, skimming and other cleanup operations and counteract, if possible.

____ Direct the collection, temporary storage, transportation, recycling and disposal of recovered wastes.

____ Ensure that product which has been contained, diverted or collected is recovered and transferred to approved temporary storage sites. (Annex E, Appendix IV) and (TAB E)

____ Manage temporary storage sites to prevent secondary discharges or cross contamination.

____ Confirm the laboratory results characterizing the wastes as hazardous or non-hazardous, and prepare required RCRA manifests as required.

____ Confirm the capacities of recycling or disposal sites.

____ Identify decontamination needs and direct required cleaning/decontamination of vessels, equipment and personnel.

____ Maintain up-to-date estimates of product recovered and volume of waste generated.

____ Report on the status, efficiency and effectiveness of shoreside recovery, cleanup methods, and resources used to Operations Chief for daily briefings.

____ Identify and request additional protection resource and logistics needs.

AIR OPERATIONS BRANCH:

____ Request NOTAM to implement positive air space control. (Annex J, Appendix II, TAB I)

____ Provide surveillance overflights as requested by Unified Command.

____ Arrange for Coast Guards HU25B Aireye aircraft unless resources provided by RP.

____ Request additional aircraft resources and release aircraft when authorized.

____ Direct and coordinate air operations missions to conduct oil spill tracking, observation, and remote sensing.

____ Coordinate mission tasking with scientific and technical observers. Ensure Air Operations do not result in scattering wildlife into oiled areas.

____ Report oil spill tracking, observation, and remote sensing results and coordinate observation to direct operational activities.

____ Conduct air operations missions to apply dispersants, chemical countermeasure, bioremediation, or other alternative response technologies as directed by the Operations Section Chief.

____ Coordinate ground services and aircraft support.

____ Identify and request additional logistics needs.

SITE MANAGEMENT BRANCH:

____ Identify and prepare designated staging sites and facilitate the movement of response resources into operation.

____ Develop and implement the Incident Security Plan.

____ Develop safety zones, security zones, and vessel traffic management alternatives for approval by the Captain of the Port (COTP). (Annex J, Appendix II, TAB J)

____ Coordinate and implement enforcement of safety zones, security zones, and vessel traffic management systems.

____ Identify and request additional resources and logistics needs.

WILDLIFE OPERATIONS BRANCH:

____ Coordinate wildlife recovery and capture operations. (Annex K)

____ Establish wildlife rehabilitation centers and conduct rehabilitation operations.

____ Maintain documentation on wildlife delivered for rehabilitation.

____ Identify resources and logistics support requirements.

LOGISTICS SECTION CHIEF:

____ Ensure the prompt delivery of resources to support response operations. Early emphasis on the delivery of heavy response equipment and personnel, providing communications resources, and the continuous need for support services are the highest priorities.

____ Brief Unified Command. (Response Operations Status Brief)

COMMUNICATIONS BRANCH:

____ Request CG transportable communications center and set up PST comms van for interim.

____ Develop, implement, and coordinate the Incident Communications Plan.

____ Post diagram of comms system with frequency use information with Information Management Branch.

____ Deliver, issue, track, maintain, and support all communications resources.

____ Identify additional communications resources or logistics needs.

SERVICE BRANCH:

____ Provide and coordinate emergency and routine medical services to response personnel.

____ Provide and coordinate meals and subsistence support to response personnel.

____ Plan, document, and account for the number and type of meals required.

____ Establish kitchens, galleys, canteens, and other food services support locations.

____ Provide potable drinking water and other beverages required to support response operations.

____ Provide and coordinate berthing facilities assigned to response personnel.

____ Plan, document, and account for the number and type of berthing facilities required.

____ Maintain berthing quarters, and hotel contracts to provide sleeping, hygiene, and restroom facilities for response personnel.

SUPPORT BRANCH:

____ Deliver and coordinate the delivery of response equipment, material, and supplies with early emphasis on protective booms, boom boats and skimmers.

____ Maintain stocks of expendable supplies ready to be issued.

____ Issue personal protective equipment, ready gear bags, and expendable personal supplies to response personnel.

____ Coordinate the ordering and delivery of spare parts, supplies, materials, and other resources to meet response needs.

____ Provide and coordinate response facility locations, including Command Posts, staging sites, communications facilities, berthing, messing, and sanitary facilities, and other response facilities.

____ Operate and manage the “motor pool” of dedicated ground transportation vehicles.

PERSONNEL BRANCH:

____ Coordinate authorized response assignments made to qualified emergency response workers.

____ Determine personnel need for response, and identify source of personnel. Ensure personnel are properly trained, and health and safety issues addressed.

____ Plan, document, and account for response personnel assignments.

____ Develop and manage a Unified Command personal locator system (roster) to track the assignment and location, including phone numbers, of individual responders.

____ Develop and manage watch rotation assignments. Ensure watch schedule published and distributed to all personnel.

____ Manage and coordinate the processing of private individuals and public groups volunteering to perform response operations. (Annex F, Appendix II, TAB R)

____ Manage the training, qualification, and certification process needed to convert private volunteers into qualified emergency response workers. (TAB O)

FINANCE SECTION CHIEF:

____ Refer to TAB D of this Annex for Cost Documentation and Recovery checklist.

____ Provide, manage, coordinate, document, and account for access to response funding sources, including the Oil Spill Liability Trust Fund, Natural Resources Damage Assessment Fund, State of California funding sources and any other sources of response funding.

____ Coordinate and ensure the proper completion of response cost accounting documentation. Ensure procedures are conducted in accordance with the National Pollution Fund Center Technical Operating Procedures (NPFCINST

16451.2).

____ Coordinate and manage response ceilings, budgets and cost estimates.

____ Serve as the primary contact to the National Pollution Funds Center (NPFC) and the NPFC Case Officer.

CONTRACT BRANCH:

____ Negotiate, coordinate, document, and manage all contracts needed to support response operations.

____ Manage, coordinate, document, and account for all procurement orders needed to support response operations.

____ Manage, coordinate, document, and account for all payments made to support response operations.

COST BRANCH:

____ Manage, coordinate, and perform cost documentation in accordance with OSLTF and State requirements to account for response costs. (TAB D)

____ Plan, coordinate, document, and account for response costs based on the time personnel, equipment, and other resources are accountable to the response.

SUGGESTED DAILY SCHEDULE OF EVENTS
UNIFIED COMMAND

0600	Release POLREP (Information Management Staff)
0700	Release Press Statement (Public Affairs Staff)
0700-0730	Staff Brief: Unified Command Staff
1000-1100	Response Operations Status Brief
1100	Press Brief: Incident Commanders
1300-1700	Field Survey/Overflight
1700	Response Operations Status Brief Response Planning Brief
1800	Release POLREP (Information Management Staff)

SUGGESTED DAILY SCHEDULE OF EVENTS
FIELD OPERATIONS

0600-0630	Forward Command Post Brief: Action Plan of the Day
0600-1800	Carry out Incident Action Plan of the Day
0800	Situation Status Update to Unified Command Post*
1300	Situation Status Update to Unified Command Post*
1300-1700	Field Survey/Overflight: Unified Commanders
1600	Situation Status Update to Unified Command Post*
1800	Forward Command Post Debrief Review Next Day's Incident Action Plan
2000	Situation Status Update to Unified Command Post*
2000-0600	Prepare for Next Day's Incident Action Plan

* These are brief situation status updates ("all boom deployed, 2 skimmers operational", etc) from field posts to the Operations Section Chief of Unified Command Post and will normally be communicated via telephone or fax.

STAFF BRIEF

[Purpose: The purpose of the daily Command Staff Brief is to communicate and discuss issues involving the internal Unified Command organization. For example, the Unified Command, including the Command Staff, is expected to grow or shrink based on operational needs. Internal structure and personnel assignments would be discussed and decided on at this meeting. Other items for the Command Staff include the effectiveness and efficiency of internal information management (routing/dissemination); issues involving the daily press brief; legal issues; etc. Once the organization is fully functioning, these meetings will occur with less frequency. It is envisioned that the Unified Commanders, Command Staff Chiefs, and the Operations, Logisitcs, Plannning and Finance Chiefs would be present at this meeting.]

SUGGESTED AGENDA

BRIEFING ITEM		BRIEFING BY
1.	Safety Issues Site Safety Plan Update	Safety Staff Chief
2.	UCS Organization Changes Public and Private Concerns Other Liaison Issues	Liaison Staff
3.	Joint Information Center Issues Daily Press Briefing Issues/Concerns	Public Affairs Staff
4.	Investigation Status/Issues Update	Investigations Staff
5.	Status of Information Managment System	Info Managment Staff
6.	Status/Update on Legal Issues	Legal Staff

RESPONSE OPERATIONS STATUS BRIEF

[Purpose: The purpose of the Daily Operations Brief is to communicate the status of all operations. This brief does not include future plans because these are developed in detail by the Planning Staff and presented/discussed during the afternoon brief. As the operational tempo subsides, the two briefings would be combined into one. The Unified Commanders, Command Staff Chiefs and the Planning, Operations, Logisitcs, and Finance Chiefs would attend this meeting. The Unified Commanders conduct the press brief immediately following this brief.]

SUGGESTED AGENDA

BRIEFING ITEM	BRIEFING BY
1. **OPERATIONS**	**Chief, Operations**
Situation Status Report*	
Estimate of Total Oil Spilled	
Estimate of Total Oil Recovered	
Total On Water Equipment Resources Employed	
Total On Land Equipment Resources Employed	
Shoreline Status	
Status of Response Operations	
Current Field Conditions	
Wildlife Recovery Operations Update	
Status of Waste Management/Disposal Operations	
Future Recommendations for Planning and Logistics Sections	
2. **LOGISTICS**	**Chief, Logistics**
Logistics Status Report	
Status of Communications: Resources and Needs	
Services Update: Medical, Food, Berthing, Restrooms	
Supplies: Status of Needs, Delivery, Inventory	
Facilities Update: Forward Command Post(s), UC Post	
Transportation: Status of Needs, Schedules, Resources	
Personnel: Numbers, Assignments, Volunteers	
Future Recommendations for Planning and Ops Sections	
3. **FINANCE**	**Chief, Finance**
Finance Status Report:	
Contracts	
Expenditures	
Claims	
Future Recommendations	

*Completed Situation Status Report Form to be provided at each brief by the Planning Section.

RESPONSE PLANNING BRIEF

[Purpose: This brief is conducted immediately after the afternoon Response Operations Status Brief with the objectives of reviewing efforts to implement current Incident Action Plan of the Day and presenting the Response Plan for the next 24 hours. It is envisioned that the Unified Commanders, Command Staff Chiefs, and the Operations, Logisitcs, Plannning and Finance Chiefs would be present at this meeting.]

SUGGESTED AGENDA

BRIEFING ITEM	BRIEFING BY
1. Status of Efforts to Implement Incident Action Plan of the Day (last 24-hr)	Planning Section
2. Presentation of Incident Action Plan for Next 24-hrs: Strategic Objectives Response Priorities Key Assests Required to Achieve Goals Weather Considerations Alternative Strategies Responsibilites for Elements	
3. Status of the General (long-range) Plan	

INCIDENT ACTION PLAN #_____ DATE: _____ TIME: _____

RESPONSE PRIORITIZATION:

IMPLEMENT PREPLANNED STRATEGIES? (Y/N)

TACTICAL OBJECTIVES: (Describe if preplanned strategies not implemented or nonexistent) Examples: Exclusionary, Diversionary or Containment Booming, Dike, Pre-clean Beach, etc.

A. HUMAN HEALTH AND SAFETY:

_____ ___
_____ ___
_____ ___
_____ ___
_____ ___

B. ENVIRONMENTALLY SENSITIVE AREAS:

_____ ___
_____ ___
_____ ___
_____ ___
_____ ___
_____ ___
_____ ___
_____ ___
_____ ___

C. ECONOMICALLY SIGNIFICANT AREAS:

_____ ___
_____ ___
_____ ___
_____ ___
_____ ___

SIGNATURES:

_____(RESPONSIBLE PARTY) DATE: _____
_____(FOSC) DATE: _____
_____(OSPR) DATE: _____

UCS SITUATION STATUS REPORT **DATE/TIME:**

OPERATIONAL PERIOD:
FROM: _____ TO:

SPILL STATUS (ESTIMATED)			**WASTE MANAGEMENT**		
DISPOSITION	**LAST 24 HRS**	**TO DATE**	**TYPE**	**RECOVERED**	**STORED**
TOTAL PRODUCT LOST			PRODUCT		
RECOVERED LIQUIDS			CONTAMINATED		
EVAPORATION			LIQUIDS		
NATURAL DISPERSION			LIQUIDS		
CHEMICAL DISPERSION			CONTAMINATED		
BURNED			SOLIDS		
UNCONTAINED			SOLIDS		
ON LAND			HAZARDOUS		

EQUIPMENT RESOURCES			**MANPOWER RESOURCES**	
TYPE	**ASSIGNED**	**AVAILABLE**	**AFFILIATION**	**INCIDENT CMD POST**
			RESPONSIBLE PARTY	
BOOM(X 1000FT)			CONTRACT	
SKIMMERS			FEDERAL	
BOATS			COAST GUARD	
VOSS			STATE	
BARGES(STORAGE)			LOCAL	
BARGES			VOLUNTEERS	
CARGO XFER PUMP			OTHERS	
PORTABLE PUMPS			TOTAL:	
VACUUM TRUCKS				

SHORELINE IMPACT		
DEGREE OF IMPACT	**TOTAL MILES AFFECTED**	**TOTAL MILES TREATED**
LIGHT		
MEDIUM		
HEAVY		
TOTAL:		

COMMUNICATIONS:	**PREDETERMINED STRATEGIES IMPLEMENTED**		
	SITE	**STRATEGY**	**STATUS**
HANDHELD RADIOS			
BASE STATIONS			
PORTABLE REPEAT			
MOBILE RADIOS			
TELEPHONES			
COMPUTERS			
OTHER			
DISPERSANTS			
OTHER			

REMARKS:

WILDLIFE IMPACTS					
SPECIES	**CAPTURED**	**CLEANED**	**RELEASED**	**DEAD**	**LOCATION RECOVERED**

TOTALS

PREPARED BY: **APPROVED BY:**

Figure J-II-C-6

TAB D COST DOCUMENTATION AND RECOVERY

GOALS TO BE ACCOMPLISHED:

Open the Oil Spill Liability Trust Fund, if necessary
Open the State Fund, if necessary
Authorize private and government entities to conduct cleanup and removal operations
Document cleanup and removal costs according to applicable procedures

UNIFIED COMMAND:

____ Approve access to the Oil Spill Liability Trust Fund (OSLTF) and set response ceilings. (FOSC)

____ Exercise concomitant responsibility for effective ceiling management while incident is ongoing. (FOSC)

____ Decide if other agencies may assist in cleanup and removal effort(s) (federal, state, local or Indian tribe) and authorize the agency or agencies to perform the cleanup/removal operations.

____ Decide on private contractor(s) to employ for cleanup/removal operations, if any.

____ Approve access to the State Fund, if necessary. (State IC)

____ If accessed, ensure State Funds are managed in accordance with applicable procedures. (State IC)

FINANCE SECTION CHIEF:

____Coordinate and ensure response cost accounting documentation is conducted in accordance with the National Pollution Funds Center Technical Operating Procedures (TOPs) (NPFCINST 16451.2) for removal activities that require reimbursement from the OSLTF.

____Coordinate and ensure that other reimbursable removal activities are conducted in accordance with state and or local procedures, if necessary.

____Serve as the primary contact to the National Pollution Funds Center and the NPFC Case Officer to coordinate response cost recovery actions.

CONTRACT BRANCH:

____Issue a verbal Authorization To Proceed (ATP) for Basic Ordering Agreement (BOA) Contractor(s) and identify a specific ceiling for each contractor. Follow-up with a written delivery order (OF-347).

____Contact the Contracting Officer (MLCPAC(f) at 510-437-5915 or after hours through PACAREA OPCEN (510-437-3700)) to inform him/her that a verbal ATP was issued. Forward the written delivery order to the Contracting Officer.

____If no BOA Contractor is available, call the Contracting Officer to request issuance of a services contract. (If unable to reach the Contracting Officer, issue ATP (FOSC limit is $25,000) and inform the Contracting Officer at the earliest opportunity).

____If State Fund is accessed, follow applicable state contracting rocedures to obtain cleanup contractor services.

COST BRANCH:

____If FOSC approves access to the OSLTF, obtain a Federal Project Number and corresponding ceiling authorization from CCGD11 Marine Safety Division (phone: 310-980-4300 ext 280) or after normal business hours, CCGD11 OPCEN (phone: 310-980-4400). The following information must be provided when requesting a FPN:

1. Name of all known vessels and/or facilities involved
2. Substance spilled and estimated amount, if known.
3. The source of the discharge or threat of discharge.
4. The responsible party, if known.
5. The location and date of the discharge.
6. The body of water impacted or threatened.
7. The initial ceiling requested under this FPN.
8. The planned obligations under this FPN (for example, EPA/ERT costs).
9. The name of the cleanup contractor(s) selected, if any.

____Follow-up verbal request with message traffic. (Figure J-II-D-1)

____Request increase(s) in ceiling, if necessary. (Figure J-II-D-2)

____Ensure the following information is included in each POLREP released:

1. The approved project ceiling
2. Estimated cumulative obligations to date

____Determine complexity level of the case. Ensure NPFCINST 16451(series) operating procedures are carried out for the appropriate level.

____Level I - Routine: Removal costs not to exceed $50,000; removal activities to be completed within 1-2 weeks.

____Level II - Moderately Complex: Removal costs are between $50,000 and $200,000; removal activities take place in several locations with various government agencies involved.

____Level III - Significantly Complex: Removal costs are greater than $200,000; removal activities involve several contractors and government agencies and several locations.

____If spill is Level II, consider calling NPFC for assistance. If Level III, call NPFC immediately for assistance at 703-235-4765/67/68.

____Ensure all parties involved in removal activities understand cost documentation requirements of FOSC or State IC.

____If Alternate Record Keeping System is proposed, ensure system is approved by the NPFC prior to implementing the alternate system.

____Complete Daily Resource Report (Dailies) covering unit resources involved in removal activities.

____Collect Daily Resource Reports or official records from other Coast Guard units.

____Issue "Pollution Removal Funding Authorizations" (PRFA) to other government agencies for removal activiites.

____Review the SF-1080 and Daily Resource Reports submitted by other government agencies and certify that services were authorized and completed.

____Review contractor invoices and Daily Resource Reports and certify that services were authorized and completed.

____Resolve any discrepancies between government agencies and contractors prior to submitting documentation.

____Ensure all documentation submitted with frequency required by NPFCINST 16451(series)

____Submit Completion Report to NPFC. If case is expected to last several months, submit interim reports at 30 day intervals.

{MAY BE DELETED IF THEY DO NOT APPLY.}
(INFO ONLY. BRACKET AND INFO MUST BE DELETED)
[MUST BE FILLED IN]
NUMBERS MUST BE ENTERED OR N/A
IF YOU DELETE A LINE RECHECK YOUR PARAGRAPH ORDER.

P ######Z ___92
FM COGARD MSO SAN FRANCISCO BAY CA
TO CCGDELEVEN LONG BEACH CA//OPC/M//
COMCOGARD NPFC WASHINGTON DC
COGARD FINCEN CHESAPEAKE VA
COMCOGARD MLC PAC ALAMEDA CA//FCP//
INFO COMDT COGARD WASHINGTON DC//G-MEP//
{COGARD NSFCC ELIZABETH CITY NC (IF THEY ASSIST)}
{COGARD NSF PACAREA SAN FRANCISCO CA (IF THEY ASSIST)}
ACCT CG-W2GKRC
BT
UNCLAS //N16465//
SUBJ: OIL SPILL LIABILITY TRUST FUND; REQUEST TO OPEN
1. THE FOSC DETERMINED FEDERAL RESPONSE ACTION IS REQUIRED FOR A {POTENTIAL} OIL DISCHARGE AT [LOCATION]. [DESCRIPTION OF POTENTIAL POLLUTION INCIDENT].{ THE FOSC HAS DETERMINED THERE IS A SUBSTANTIAL THREAT TO THE WATERS OF THE UNITED STATES.}
THE FOLLOWING INFORMATION APPLIES:
A. SOURCE OF {POTENTIAL} DISCHARGE; [NAME OF VESSEL/FACILITY]
B. TYPE OF OIL AND ESTIMATED AMOUNT; [OIL TYPE/GALLONS]
C. [BOA/NON-BOA] CONTRACTOR SELECTED; [CONTRACTOR NAME]
D. INITIAL FUND CEILING REQUESTED; $ ##K
E. PIN; UCN-###-92/MC92######
F. (IF NON-BOA CONTRACTOR IS SELECTED, GIVE A BRIEF EXPLANATION WHY. FOR EXAMPLE: NON-BOA CONTRACTOR SELECTED BECAUSE RESPONSE TIME REQUIREMENTS COULD NOT BE MET BY BOA CONTRACTOR.)
2. REQUEST CONTINGENCY FUND NUMBER; 112###. (RCVD FROM D11/OPCEN)
BT

{MAY BE DELETED IF THEY DO NOT APPLY.}
(INFO ONLY. BRACKET AND INFO MUST BE DELETED)
[MUST BE FILLED IN]IF YOU DELETE A LINE RECHECK YOU PARAGRAPH ORDER.
NUMBERS MUST BE ENTERED OR N/A
IF YOU DELETE A LINE RECHECK YOUR PARAGRAPH ORDER.

P ######Z ___ 92
FM COGARD MSO SAN FRANCISCO BAY CA
TO CCGDELEVEN LONG BEACH CA//OPC/M//
INFO COMCOGARD NPFC WASHINGTON DC
COMDT COGARD WASHINGTON DC//G-MEP//
COGARD FINCEN CHESAPEAKE VA
COGARD MLC PAC ALAMEDA CA//FCP//
{COGARD NSFCC ELIZABETH CITY NC (IF THEY ASSIST)}
{COGARD NSF PACAREA SAN FRANCISCO CA (IF THEY ASSIST)}
ACCT CG-W2GKRC
BT
UNCLAS //N16465//
SUBJ: OIL SPILL LIABILITY TRUST FUND; REQUEST TO INCREASE
FPN-112###
A. MY [DTG OF FUND REQ. MSG].
B. CCGDELEVEN LONG BEACH CA [DTG OF FUND AUTH. MSG].
{C. MY [DTG OF ANY EARLIER FUND INCR. REQ MSGS]}
{D. CCGDELEVEN LONG BEACH CA [DTG OF ANY EARLIER FUND INCR. AUTH. MSGS]}
1. THE FOSC AS DETERMINED THAT THE COSTS OF CLEAN UP ACTIONS FOR THE OIL DISCHARGE AT [LOCATION] WILL EXCEED THE INITIAL CEILING PER REF. A., B., {C., AND D.}
2. THE FOLLOWING INFORMATION APPLIES:
A. SOURCE OF {POTENTIAL} DISCHARGE; [NAME OF VESSEL/FACILITY].
B. TYPE OF OIL AND ESTIMATED AMOUNT; [OIL TYPE/GALLONS].
C. INITIAL FUND CEILING REQUESTED; $ ##K.
D. ADDITIONAL FUNDS REQUESTED; $ ##K.
E. NEW FUND CEILING; $ ##K.
E. PIN; FPN-112### / MC92###### / UCN-###-92.
F. (GIVE A BRIEF EXPLANATION WHY. EXAMPLE: CONTRACTORS EQUIPMENT AND PERSONNEL COSTS FOR RESPONSE WILL EXCEED INITIAL ESTIMATE.)
BT

TAB E REMOVAL AND DISPOSAL

GOALS TO BE ACCOMPLISHED:

Take proactive steps to minimize waste production
Ensure that recovered products are recycled, if possible
Approve temporary storage sites
Ensure that all waste products are transported and disposed of properly

UNIFIED COMMAND:

____ FOSC, State IC determine conditions under which decanting will be authorized, including locations, duration, and maximum hydrocarbon level of the discharge. If Marine Sanctuary is involved, the NOAA Administrator of the Marine Sanctuary will approve decanting.

____ Review and approve proposed disposal plan.

____ Ensure that waste generation is minimized, recycling is maximized and that all waste generated is disposed of properly.

DISPOSAL UNIT:

____ Immediately identify sites to be pre-cleaned for minimizing waste generation. Develop pre-cleanup plan and identify personnel to conduct pre-cleanup operations.

____ Monitor pre-cleanup operations on-site.

____ Recommend to the Incident Commanders (and NOAA Administrator of the Marine Sanctuary, if applicable) of the conditions, if any, under which decanting should be allowed so that skimming operations are as efficient as possible.

____ RP, OSPR and California Environmental Protection Agency, Department of Toxic Substance Control (DTSC), representatives develop a detailed disposal plan for each forward command post or skimming site, as needed. Include, as a minimum, identification of temporary storage sites, State certified testing lab(s) to be used, waste/product transportation logistics, any on-site treatment, recycling procedures and disposal sites.

____ Submit disposal plan to Unified Command for review and approval.

____ Coordinate with the Safety Officer to ensure use of disposable protective equipment is balanced against the waste generation consideration/problem.

____ Coordinate with the Recovery and Protection Branch to ensure use of disposable sorbents is balanced against the waste generation consideration/problem.

____ DTSC representative to evaluate and approve temporary storage site(s).

____ Contact the Regional Water Quality Board for concurrence of the temporary storage sites.

____ Ensure that local government emergency response agencies concur with temporary storage sites and obtain any applicable permits.

____ Ensure all waste is tested at a State certified lab, as required, prior to transportation for recycling or disposal.

____ Ensure that all material determined to be hazardous is properly manifested and transported to a Class I waste management facility.

____ Ensure that material determined to be non-hazardous is identified on a bill of lading and transported to a Class II waste management facility identified by the local health department(s) and the RWQCB.

____ DTSC representative to determine if cleanup materials can/should be treated by a Transportable Treatment Unit (separation or decanting of water or incineration) at the temporary storage site.

____ If cleanup materials are treated at the temporary storage site, ensure that the applicable permits are obtained from the Regional Water Quality Control Board or the local Air Quality Control agency.

____ OSPR representative to handle all oiled wildlife and carcasses.

TAB F DEMOBILIZATION AND SECURE OPERATIONS

GOALS TO BE ACCOMPLISHED:

Develop and Implement Demobilization Plan
Conduct Final Survey
Finalize FOSC Report/Capture Lessons Learned
Secure Operations

UNIFIED COMMAND:

____ Review and approve proposal for securing operations: define criteria to be met before site is considered "clean" for the purposes of the cleanup operations.

____ Review and approve demobilization plan.

____ Develop recommendations for improving future cleanup operations.

____ FOSC review and submit final report to the Regional Response Team.

____ Give the order to secure operations.

INFORMATION MANAGEMENT STAFF:

____ Prepare final incident report and submit to FOSC for approval.

PLANNING SECTION:

____ Develop, distribute, and implement a demobilization plan, including recommendations for release of resources. Ensure resources demobilizations schedule meets all operational needs and that equipment is not released too early in the cleanup process.

____ Develop specific criteria for under which operations will be secured (define "clean") and forward to the UC for review/approval.

____ Coordinate Natural Resource Trustees and ensure all damage assessment studies are completed or substantially underway. Prepare and submit final report to UC.

____ When ordered, secure operations and forward all necessary documentation to the Information Management Staff, including a list of lessons learned.

LOGISTICS SECTION:

____ Implement natural resource restoration.

____ Establish demobilization facilities and coordinate all logistics for equipment removal.

____ Provide logistics for decontamination of cleanup equipment and vessels.

____ Coordinate the delivery of crane barges and other demobilization equipment.

____ Account for all equipment (vehicles, comms gear, etc.).

____ When ordered, secure operations and forward all necessary documentation to the Information Management Staff, including a list of lessons learned.

OPERATIONS SECTION:

____ Identify decontamination resource and logistics needs for all equipment and accomplish necessary decontamination.

____ Establish vessel cleaning stations and monitor decontamination operations.

____ Secure safety zones, security zones, and vessel traffic management systems implemented for the spill.

____ When ordered, secure operations and forward all necessary documentation to the Information Management Staff, including a list of lessons learned.

FINANCE SECTION:

____ Ensure all cost documentation is finalized and completed in accordance with NPFCINST 16451(series). Submit Completion Report to the NPFC.

____ When ordered, secure operations and forward all documentation to the Information Management Staff, including a list of lessons learned.

TAB G CLAIMS PROCESSING PROCEDURES

To be developed

TAB H PUBLIC INFORMATION

Contained in Annex (L), Public Affairs.

TAB I AIR OPERATIONS

ORGANIZATION

In the event of a large oil spill, the Federal On Scene Coordinator (FOSC) should immediately assess the need for aviation assistance/support and designate an Air Operations Scheduling Coordinator within the Air Operations Branch of the Unified Command. A representative from CGAS Humboldt Bay should be requested to report to the FOSC immediately following an incident/event to serve this role. When operations require and based on the needs of the FOSC, the Air Operations Coordinator should have the authority to prioritize access to the affected area. The Coordinator should also be the central point of contact to ensure that the air operations needs for relief activities, VIP concerns, media, and for over flight and mapping are met.

ACTION

The Air Operations Scheduling Coordinator shall be responsible for arranging airspace control for the incident area. A controlling facility should be chosen to provide the best service to the relief activities.

NEAR SHORE

For relief areas that are small and located close to the mainland shore, the nearest Air Traffic Control (ATC) agency will disseminate a Notice To Airmen (NOTAM) and manage a Temporary Flight Restriction (TFR) until an appropriate Federal On Scene Coordinator can assume control of the air space. Media response can be expected to be extensive when disaster areas are near shore and therefore, the need to establish control of the TFR is urgent.

OFF-SHORE

For large or open water relief areas, the nearest Air Traffic Control (ATC) agency will disseminate the NOTAM. The Federal On Scene Coordinator/Air Operations Scheduling Coordinator must assume control of the airspace as soon as possible. Media response can be expected to be limited when disaster areas are distant from shore and therefore, the need to establish control of the TFR is not as urgent as it is when near major cities. Consideration should be given to using a USCG WHEC or appropriate USN vessel for the Federal On Scene Coordinator. This will provide air search coverage and positive control of the air space.

NOTICE TO AIRMEN (NOTAM)

To implement air traffic control during a response, a FDC NOTAM (Notice to Airmen) for a temporary flight restriction may be obtained by calling the Oakland ARTCC (Air Route Traffic Control Center) Area Manager at telephone

(707) 449-6200. Oakland ARTCC is responsible for issuing a NOTAM, as noted above. In Humboldt County the Arcata Flight Service Station (FSS), telephone (707) 839-1545, would be responsible for/capable of managing the area and disseminating the NOTAM. Federal Aviation Regulations, Part 91 General Operating and Flight Rules, Subsection 91.137 (FAR 91.137) applies. It offers several options as to the extent of the restrictions. A NOTAM contains clear and concise information concerning the establishment, condition, or change in any aeronautical facilities, services, procedures, or hazards. Timely knowledge of this information is essential to personnel concerned with flight operations.

SITUATIONS REQUIRING A NOTAM

A NOTAM will be issued designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever it is necessary in order to:

(1) Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface;

(2) Provide a safe environment for the operation of disaster relief aircraft; or

(3) Prevent an unsafe congestion of sight-seeing and other aircraft above an incident or event which may generate a high degree of public interest.

Different aircraft operating restrictions apply depending on the paragraph upon which the NOTAM is based. IFR or VFR Flight plans must be filed and notification made with a Flight Service Station (FSS) or ATC facility. The Notice to Airmen will specify the hazard or condition that requires the imposition of temporary flight restriction.

When a NOTAM has been issued under paragraph (1) of this section, no person may operate an aircraft within the designated area unless that aircraft is participating in the hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.

When a NOTAM has been issued under paragraph (2) of this section no person may operate an aircraft within the designated area unless one of the following conditions are met:

-The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.

-The aircraft is carrying law enforcement officials.

-The aircraft is operating under the ATC approved IFR flight plan.

-The operation is conducted to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the Flight Service Station (FSS) or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.

-The aircraft is carrying properly accredited news representatives, and, prior to entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the Notice To Airmen and the operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities.

When a NOTAM has been issued under paragraph (3) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions are met:

-The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain and the operation is not conducted for the purpose of observing the incident or event.

-The aircraft is operating under an approved ATC IFR flight plan.

-The aircraft is carrying incident or event personnel, or law enforcement officials.

-The aircraft is carrying properly accredited news representatives and, prior to entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the NOTAM.

The following guidelines will be followed when requesting that a TFR be placed into effect:

Points of contact to activate the TFR (listed according to the Federal Aviation Regulation (FAR) reference:

-FAR 91.137(a)(1) & FAR 91.137(a)(2) contact Area Manager In Charge (AMIC) at (707) 449-6200

-FAR 91.137(a)(3) contact FAA Regional Office at (415) 876-2775

The following information shall be provided by the requesting agency/ office:

-Name and organization of person recommending or requesting TFR’s.

-Brief description of the situation.

-Estimated duration of the restriction.

-Name of the agency responsible for on scene emergency activities and telephone or other communication contact.

-A description of the affected area by reference to prominent geographical features depicted on aeronautical charts if possible, otherwise, by geographical coordinates and VOR/DME fix when the latter is available.

-Description of material or activity posing a hazard to persons and property in the air.

-Description of hazard that would be magnified, spread, or compounded by low flying aircraft or rotor wash.

-Nature of airborne relief, proposed aircraft operations, and locations of relief aircraft base.

-Contact point or radio frequency for handling news media requests to operate at altitudes used by relief aircraft.

COORDINATING V.I.P. AND MEDIA OVERFLIGHTS

The aircraft carrying properly accredited news representatives (or V.I.P.s) prior to entering that area must get approval from the Federal On Scene Coordinator, (FOSC) and file a flight plan with the appropriate FSS or ATC facility specified in the NOTAM. Generally, the operation is to be conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the Federal On Scene Coordinator.

OVERFLIGHT AND MAPPING CAPABILITIES

The function of overflights/mapping of a Marine Environmental spill is to determine the limits of a spill and the direction of its movement.

For large area or open water spills, use of the Coast Guards HU25B Aireye aircraft to map a spill would be essential. It is maintained at CGAS Cape Cod in B-18 response status. CGAS Cape Cod policy is to send an Aireye Pilot to the scene of an incident to assist the Scheduling Coordinator/FOSC in making the best use of the aircraft. He would help coordinate all AIREYE aircrew/aircraft logistic support. The effectiveness of AIREYE in inland waters such as the Humboldt Bay Area would be questionable.

For Small area or inland spills CG helicopters would be called upon to map the affected area as necessary.

RESTRICTIONS

Neighboring airports near incident areas will retain their respective

TAB J PORT TRAFFIC MANAGEMENT

(a) 33 USC 1221
(b) 33 USC 1225
(c) 33 USC 1231
(d) 33 CFR 1
(e) 33 CFR 6
(f) 33 CFR 160
(g) 33 CFR 165

INTRODUCTION

In the event of an oil spill one of the FOSC's concerns will be the effective, efficient, and safe routing of any marine traffic affected by the spill. Port Traffic Management (PTM) responses will vary considerably based upon the types and amounts of traffic encountered and the size and location of the spill. However, our options are relatively few, they are:

No action required
Short term/minor rerouting via COTP Order or Safety Zone
Long term/significant rerouting
Port closure

COTP ORDER

For the purposes of this Annex, a COTP Order may be issued to a vessel prohibiting movement from its current position and thereby spreading pollution. A COTP Order is a directive issued to a specific entity for a specific period of time and whose parameters are clearly delineated in the order itself. It gains its authority under ref. (a) and is promulgated under ref. (f). Failure to comply with an Order of this nature subjects the violator to a $25,000 civil penalty. Willfully and knowingly violating this Order subjects the violator to a criminal fine and imprisonment for committing a Class D felony. In addition to this, the specified vessel may be seized and held liable for any monetary assessments.

SAFETY ZONE

For the purposes of this Annex, a Safety Zone may be issued to either keep vessels from entering a contaminated area, or to keep them from leaving. A Safety Zone is a directive concerning a water area, a shoreline area, or a combination thereof to which, for safety or environmental purposes, access is limited to authorized persons, vehicles, or vessels. It may be stationary and described by fixed limits or it may be described as a zone around a vessel in motion. The COTP establishes these normally temporary zones. Safety Zones get their authority from refs. (b), (c), (d), (e), and (f) and are promulgated under ref. (g). The penalties for violating a Safety Zone are identical to those of the COTP Order.

SCENARIOS

The traffic impact of any size spill in any location will depend largely upon several criteria, they are:

On scene weather
Commodity spilled

Time of year/current conditions
Tidal conditions
Proximity to established routes, anchorages, facilities
Response resources immediately available
Traffic type and density

Principal locations with any frequency of dense traffic in this area include Crescent City, Humboldt Bay, and the Noyo River.

"Most Probable Spill". The occurrence of a "Most Probable Spill" event in this area will have little or no effect on traffic and would therefor most likely entail no action. At most, any vessels affected in the immediate area of a spill would be inconvenienced to a minor degree.

"Maximum Most Probable Spill". The occurrence of a "Maximum Most Probable Spill event would again create a relatively minor disturbance of traffic for a short period of time to those vessels in the immediate vicinity. It may be advisable to establish a Safety Zone temporarily to facilitate clean up efforts. Based upon tidal conditions this would be short lived, we can expect any effects to diminish within two tidal cycles. During this time, the harbor would most likely be closed to deep draft traffic/barges which would be directed to loiter in the vicinity of the sea bouy, proceed to another port, or anchor SW of the channel entrance dependent upon current circumstances.

"Worst Case Spill". The occurrence of a "Worst Case Spill" event in this area would create a considerable disturbance to traffic, albeit for a relatively short period of time due to tidal/current action. From the onset, the Coast Guard would employ the use of a Safety Zone closing the entrance channel and ceasing the flow of other than emergency vessels within the Bay, in essence a port closure. For this, as well as any scenario other than those creating minor or negligible traffic disturbances, the CG would employ the check list items from Figure J-II-J-1 to determine, among other things, the list of criteria mentioned above. In addition to this, the CG would also employ the area-specific notification lists available in Annex J Tab A. However, in the Humboldt Bay area there are certain special requirements necessary due to the significant tidal conditions present. Specifically, should this scenario or one of greater magnitude occur, any/all of those deep draft vessels at anchor within the Bay would require the assistance of a tugboat standing by to ensure no dragging due to tidal effect occurs. As cleanup operations ensue, and oil pollution trajectory allows, vessels may be allowed to move within or depart the Bay. If this were to happen, Group Humboldt Bay floating assets with MSO or Reserve crewmembers embarked onboard would be employed to act as strategically placed inspection stations letting only those vessels that are, or have been cleaned, move within or depart the Bay. Locations for this may include the King Salmon dock area, Woodley Island Marina area, and Humboldt Bay Bouy #8.

"Spill of Maximum Impact". The effects of a "Spill of Maximum Impact" occurring would depend largely upon its location, weather, and time of year. In an event of this magnitude, through effective notification, all vessels within the harbor will be given the opportunity, and indeed, urged to depart prior to the Bay being totally impacted by the spreading flow of pollutant. However, history has shown that the entrance channel has been closed for up to ten consecutive days due to winter storms, this possibility must be considered. If this scenario were to happen during the winter, southerly winds and currents will most certainly spread the contamination toward and into the harbor, effectively closing it in the same manner as did the "Worst Case" spill. If, on the other hand, this were to happen in the summer, northerly winds and currents would most likely spare the harbor. This may well lead to Humboldt Bay becoming the port of choice to service spill cleanup vessels thereby causing its own unique traffic density problems. These, however, would not be of such magnitude that would cause existing CG forces and local entities any difficulties.

TRAFFIC MANAGEMENT

Figure J-II-J-1 contains an item by item list of PTM actions requiring attention for any spill in this area starting at the time of initial notification through the ensuing cleanup's completion. The list can, and should, be customized based on the criteria listed earlier, along with the location and size of the spill.

Effective notification and dissemination of information is paramount. In this area Urgent Marine Information Broadcasts would be made using Channels 13 and 77 VHF-FM initially, thereafter information may be passed on 16 VHF-FM and any other working frequencies used by local pilots, fishermen, and marinas.

The following entities would be expected to act as "information conduits" in their respective groups for their respective locales:

Deep Draft

Westfall Stevedoring
Bar Pilots
UNOCAL
Louisiana Pacific Corp.

Fisheries

Eureka Fisheries
Pacific Choice Seafoods
Fisherman's Mktng Assoc.
Harbormaster Noyo River
Harbormaster Crescent City
State/Local Law Enf.

Recreational Vessels

Local Marinas
Local Media
Coast Guard Auxiliary
Humboldt Bay Harbormaster
State/Local Law Enforcement

Waterways Unit Actions

_____Initial notification

_____Spill verification/rough plot of location

_____Verify status of VTS/cognizant Group/District (m) and PACAREA OPCEN notifications

_____Verify status of UMIB

_____Verify status of on scene WX/tidal/current conditions

_____Verify commodity spilled

_____Verify status of local traffic type/density

_____Verify start of notification process-Annex J Tab A (PTM specific entities)

_____Obtain spill trajectory based on previous information

_____Verify status of Safety Zone(s)(PTM specifics passed to COTP)

_____Request PTM required resources from cognizant Group/District

_____Designate floating asset to act as localized VTS with MSO rep onboard

_____Designate floating assets to enforce Safety Zone and/or monitor progress of pollution with respect to traffic lanes

_____Review/update Safety Zone as necessary

ANNEX J OPERATIONS

APPENDIX II OPERATIONS

TAB K COMMUNICATIONS

This annex establishes which radio frequencies will be used for inter-agency communication in an oil spill response. Most of the frequencies are within the marine band of the VHF-FM spectrum. Figure J-II-K-1 is a graphic representation of this frequency allocation. A secondary purpose is to identify the operating frequencies used by principal federal, state, and local agencies, and provide an overview of those agencies' capabilities and resources.

Implementation of this plan will be a slow process. No party involved in the response should expect communications to be established immediately. All aspects of this plan can be expected to be in place within the first two days.

Unified Command Calling and Coordination Frequencies:

VHF-FM Channel 81A (157.075Mhz) is the frequency for ground communication between the Unified Command and USCG units on-scene. It is also the secondary frequency for communication between the Unified Command and on-scene units from OSPR, U.S. Fish & Wildlife, local agencies, and Pacific Affiliates.

The primary frequency for communication between the Unified Command and OSPR, U.S. Fish & Wildlife, local agencies, and Pacific Affiliates during the initial phase of the response is CLEMAR, but is expected to shift at some point to CALCORD as additional organizations join the MAC.

Unified Command/Responsible Party Calling and Coordination Frequency:

Due to the range of different possible responsible parties, it is impossible to predesignate a frequency for this purpose which would work in all cases. Therefore, as early as possible in a response, the communications unit and RP should make contact by landline and choose a frequency accessible to both parties.

The VHF-FM frequency 150.980Mhz is used by Marine Spill Response Corporation, while UHF frequency 454(Tx)/459(Rx) is used by Clean Bay cooperative. In the absence of direct communications with the RP, federal & state authorities might use these frequencies and communication with these parties as an interim measure.

U.S. Coast Guard working frequencies:

Channel 81A (157.075Mhz): communication between U.S. Coast Guard units and

other Coast Guard personnel who are part of the OSC staff.

Channel 83A (157.175Mhz): the primary working frequency between the Unified Command and aircraft of both U.S. Coast Guard and California Dept. of Fish & Game.

Channel 23A: primary working/SAR frequency of Group Humboldt Bay.

Channel 16 - (156.8Mhz) Designated under international convention for use for ship-to-ship and ship-to-shore hailing and distress in international waters. ALL users are required to use channel 16 for only these purposes and then switch to other channels for subsequent communications. Oil spill response is no exception.

Channel 13 - (156.65Mhz) Designated bridge-to-bridge hailing and navigation safety frequency in inland and offshore waters. It may be used only to establish contact and make arrangements between vessels in crossing, meeting, or overtaking situations in accordance with the International or Inland Navigation Rules.

Safety Frequency: Ch. 06 (156.3Mhz) is designated as the frequency which may be used by all parties for communication on matters involving human health and safety. FCC regulations require all vessels equipped with VHF-FM capability to have this channel. As there is expected to be little other traffic on this channel during an oil spill response, this should be monitored by all involved units that have this channel available, and regarded as a tertiary channel for the response.

CA Office of Oil Spill Prevention and Response (OSPR) working frequency: In central and northern California, OSPR wardens' and biologists' working frequencies are 159.435Mhz(Tx) and 151.415Mhz (Rx). However, OSPR wardens have handheld radios with VHF channel 83A, and this may be the best way to establish and maintain contact between them and CG first responders during the initial stages of a spill response.

County OES and local government agency operating frequencies: County OES's and local government agencies such as police, fire, county sheriffs, and environmental health departments have frequencies and communications systems established within their counties. It is not the intent of this plan to interfere with or change those established systems. The primary frequency during the initial response is CLEMAR, but is expected to shift at some point to CALCORD as additional organizations join the MAC. Either frequency will be used for coordination among those agencies and between those agencies and the Unified Command.

Intra-agency and Intra-company communications: It is expected that each government agency and private company involved in the response operation will continue to use its own normal working frequency(s) for internal communication.

Alternate oil spill containment and cleanup frequencies: 47 CFR Part 90.65 designates the four primary VHF-FM frequencies and two primary UHF-FM frequencies listed below for use in oil spill containment and cleanup operations.

(1) 150.980Mhz VHF-FM*
(2) 154.585Mhz VHF-FM
(3) 158.445Mhz VHF-FM
(4) 159.480Mhz VHF-FM
(5) 454.000Mhz UHF*
(6) 459.000Mhz UHF*

*as noted in Figure J-II-K-1, these are the primary operating frequencies used by Marine Spill Response Corporation and Clean Bay coop, respectively.

Coast Guard Communications Capabilities:

The MSO has a Contingency Communications Kit in reserve for an oil spill response. The kit consists of a portable VHF repeater system, 2 portable VHF base stations and a cache of VHF handheld radios. The equipment in the kit will provide adequate communication capabilities for initial responders. All VHF radios are tuned to the frequencies within the marine band.

The Coast Guard has a system of high sites along the coast designed to provide VHF-FM and HF coverage of the entire coast. Coast Guard Groups Monterey, San Francisco, and Humboldt Bay all have VHF phone patch capability; therefore the MSO Command Duty Officer (CDO) should be able to communicate with any vessel within range of one of the repeaters. The locations of these repeaters are listed in Figure J-II-K-2. By phone patch through Communications Area Master Station Pacific (CAMSPAC), located at Pt. Reyes, the MSO watch office could communicate on HF frequencies to a vessel offshore anywhere off the coast of California.

The Coast Guard Pacific Strike Team has a cache of programmable hand-held VHF-FM radios and a computer which can tune those radios to any desired frequency. The Strike Team also owns several portable repeaters which can be tuned to a desired frequency and deployed wherever necessary. It also has one portable INMARSAT (satellite telephone) system.

Pacific Strike Team Command Trailer:

Pacific Strike Team also has a Communications/Mobile Command Post trailer equipped with VHF-FM radio and multiple line telephones.

Transportable Communication Centers (TCC'S):

The TCC is a self-contained, rapidly deployable Coast Guard manned and maintained Communications Module. It can provide a full range of telecommunications capabilities to support a large oil spill response. Its capabilities include:

- transmissions possible in all modes of communication in HF, VHF and UHF;

- different types of antennas for best propagation and coverage in remote and uneven terrain;

- cellular telephone (secure, non-secure, and computer/data link);

- INMARSAT (satellite telephone system); and

- Weather fax direct from National Weather Service.

One TCC is located at the Coast Guard Communications Area Master Station Pacific (CAMSPAC) at Pt. Reyes, CA in a twelve hour (B-12) recall status. It can be towed by five-ton truck or airlifted in a C-130 fixed-wing aircraft. A modified van accompanies the unit if deployed by aircraft, but the van is not well suited for towing the TCC long distances. If the unit had to be deployed far from the destination airport, a five-ton truck would be required. A team of three persons (CG Electronic Technicians and Telecommunication Specialists) accompanies the unit for maintaining the operational status, the requesting unit is to provide personnel to man the TCC. The TCC can be powered by generators (which accompany the unit) or directly connected to a power source. Fuel for the generators will be supplied by the requesting unit. The power requirements for the TCC are:

Five wire, three phase power
120/208-220/380 VAC
up to 65 HZ, 42 AMPS

Adequate space is required for the set up of the TCC, approximately 200 feet by 200 feet. The antenna setup requires this space due to the power radiating from each of the transmit antennas. This is an important consideration in the decision where to locate the unit. After arrival, it will take approximately 2 hours to get the TCC on line.

The TCC is a Pacific Area controlled asset. If it is determined that the TCC is necessary for a response, requests must be made through PACAREA(dttm).

<u>OSPR Communications capabilities</u>:

OSPR also has a system of repeaters and high sites throughout the state. At present coastal coverage is approximately 80%. However, two portable repeaters are also available to provide coverage in remote areas and provide for a local net at a spill site. OSPR vehicles and personnel

throughout the state have VHF-FM radios (150-174Mhz), and OSPR has a cache of 34 handheld “pool” radios for use by other agencies or groups assisting in spill response. The OSPR Communications Manager is Mr. Brian Groves (916-324-7994).

Local Government Communications

CALCORD (VHF-FM 156.075Mhz) is the primary frequency for coordination among state and local government agencies in a multi-agency response.

Local fire and emergency medical services agencies also use frequencies within the FIRESCOPE system.

Local law enforcement agencies, county sheriffs, and the California Highway Patrol use the CLEMAR system for inter-jurisdictional coordination.

Mobile Communications Staging Areas

The selected shoreside staging area for multiagency operations will be directed via land line, or on CH81A VHF-FM Coordination NET. Once a communications site has been selected, mobile communications vehicles and trailers should be located no closer than 25 feet to each other. The need for alternate or multiple staging areas and attendant communications coverage will depend on the extent of the coastal area affected by the spill.

Communications Status Charts

In order for all response agencies to effectively organize communications efforts, information on communications status must be shared by all agencies at the staging area. Once mobile communications trailers are in place, and agencies have checked into CH81A, a communications status chart listing each agencies’ guard requirements should be prepared and updated as situations dictate. All agencies should fill in the appropriate information on a chart similar to the Communications Status Chart (Figure J-II-K-3). The communications status chart should also be reproduced in paper form and distributed to all other response agencies located at the staging area. Additional updates or changes in unit status may be relayed via CH81A once communication status charts have been distributed.

Security Awareness

Radio communications, unless encrypted for secure transmission, are subject to electronic surveillance and monitoring by private citizens and the public media. All agencies should be security conscious before transmitting information by radio that may be considered media sensitive, proprietary, or private. Good judgement is the only rule that applies; however, public affairs representatives should be consulted for guidance

in specific instances if necessary.

REPEATERS:

COAST GUARD VHF-FM HIGH SITES:

HIGH SITE	LOCATION	CONTROL	ELEV
(A) Point St. George	41-45N 124-15W	Gru Humboldt Bay	200Ft
(B) Trinidad Head	39-41N 124-10W	Gru Humboldt Bay	300Ft
(C) Cahto Peak	39-41N 123-35W	Gru Humboldt Bay	4200Ft
(D) Pt. Cabrillo	39-25N 123-45W	Sta Noyo River	50Ft
(E) Mt. Jenner	38-29N 123-11W	Sta Bodega Bay	1330Ft
(F) Mt. Umunhum	37-09N 121-54W	Gru Monterey	3380Ft
(G) Pt. Sur Light	36-18N 121-54W	Gru Monterey	200Ft
(H) Cambria	35-32N 121-15W	Gru Monterey	500Ft
(I) Tranquillion Mt.	34-35N 120-33W	Sta Channel Isl	2170Ft

HF HIGH SITES:

(J) Arcata	52-00N 124-05W	Gru Humboldt Bay	N/A
(K) Pt. Arena	38-57N 124-44W	Gru Humboldt Bay	N/A
(L) Pt. Bonita	37-48N 122-32W	Gru San Francisco	N/A
(M) Pt. Pinos	36-38N 121-56W	Gru Monterey	N/A
(N) Cambria	35-32N 121-15W	Gru Monterey	500Ft

COMMUNICATIONS STATUS CHART

AGENCY:_____

COMMAND POST:_____ **FREQUENCY GUARD:**_____

_____

_____

_____

FIELD UNIT	**CALL SIGN**	**STATUS**	**FREQUENCY**

OTHER AGENCIES ON SCENE	**FREQUENCY**	**CELLULAR**

MISCELLANEOUS

_____

TAB L FIREFIGHTING

Introduction:

A vessel casualty and oil spill or potential oil spill, may require the following or a combination of the following responses:

Search and rescue
Oil spill containment/clean-up
Vessel fire
Vessel salvage

The first priority in a vessel casualty is the safety of the crew and any other personnel in the area. Search and Rescue and firefighting are typically human safety issues. These emergencies and their relationship to follow-on phases of spill clean-up and vessel salvage are described below.

The SAR (Search and Rescue) Mission Coordinator (SARMC) responds to missing or endangered vessels by deploying Coast Guard or other available rescue resources. This individual will be the local Coast Guard Group Commander or District Commander in whose zone the vessel casualty occurrs. The On-Scene Commander will typically be one of the units responding. Until the safety of the vessel's crew is ensured, the control of the incident will not shift to the Captain of the Port as the Federal On-Scene Commander for Oil Spills or for a Vessel Fire.

In the event of a Vessel Fire or a Fire at a Marine Facility, the Marine Firefighting Contingency Plan, (MFCP), will be implemented. This plan can be used in conjunction with this Oil Spill Contingency Plan to enhance operations. Similar to this Tab on Firefighting, Tab (M) of this ANNEX follows along describing the relationship of salvage to Oil Spill response.

The relationship of Firefighting to Oil Spill Response can best be understood by examining the following situations which could potentially require both responses:

- **A fire or explosion occurs resulting in spilled oil.**
- **Oil is spilled resulting in fire/explosion or the potential for fire and explosion.**

If both firefighting and oil spill responses are necessary, the fire is the primary response priority. This prioritization can be the result of crew or human safety issues or the desire to avoid additional spilling. In the event of a vessel or facility fire, the Marine Safety Office San Francisco Bay **Marine Firefighting Contingency Plan** (MFCP) dated 2 October 1992 will be activated. This plan defines policy and assigns responsibilities for response actions in the event of a marine fire. **Annex X of the MFCP contains detailed firefighting response checklists to be used by the Firefighting**

Unit within the Operations Branch of the Unified Command.

The issue of allowing the ship, facility, or cargo to continue to burn should be addressed via the procedures set forth in ANNEX G, Appendix III, In-Situ burning.

Containment and collection of spilled oil will proceed based on the safety of the situation and on the ability of personnel and equipment to access the spill. Similarly, once the fire is extinguished, salvage efforts may also proceed. Salvage is addressed in Tab (M) of this Annex. The following highlight information is extracted from the the MFCP.

Policy and Responsibilities:

Federal:

The Coast Guard exercises primary federal responsibility for the safety and security of the ports and waterways of the United States. Because the Coast Guard has limited resources to respond to waterfront or marine fires, emphasis is placed on prevention through the Port Safety Program. Local port operators, municipalities, and public safety agencies are expected to provide and maintain adequate disaster response capabilities in their ports.

The Coast Guard will assist local fire fighting units when requested in accordance with the MFCP. In emergencies, the Captain of the Port may control the movement of ships and boats, establish safety zones, and provide on-scene forces (see Annex(J), TAB(J)) of this plan. Responsibilities of the COTP in a major fire aboard a vessel or waterfront facility include:

- Assume operational control of all Coast Guard forces on-scene.
- Establish safety zones, as necessary.
- Obtain tugs to assist in relocating moored or anchored vessels.
- Alert owners/operators of terminal(s) or vessel(s) at risk.
- Respond to oil or hazardous materials discharges in accordance with this plan and the current MSO HAZMAT Plan.
- Assume IC for the burning vessel underway or at anchor when:
  (a) the fire department with jurisdiction is unable to respond, or
  (b) no fire department has jurisdiction.
- Provide information on involved waterfront facilities.
- Provide information on the location of hazardous materials on the vessel or at the facility, if available.
- Provide technical data on ship’s construction, stability, and marine firefighting equipment.

State:

The California State Office of Emergency Services (OES) Fire and Rescue Plan, under the authority of the California Master Mutual Aid Agreement is

the legal basis for mutual aid within the State. Mutual aid requests must be originated through appropriate channels in accordance with the plan. OES resources can be requested through the established mutual aid procedures.

Local:

Local fire departments are responsible for fire protection within their jurisdictions. In a number of cities, this responsibility includes marine terminals and facilities. Some terminals and facilities have in-house fire departments. In most cases, the terminal fire departments have entered into mutual aid agreements with the surrounding local fire departments. Typical responsibilities of local fire departments include:

- Assume position of Incident Commander (IC) for firefighting operations.
- Request necessary personnel and equipment, including fire boats, and appropriate medical aid.
- Determine the need for and request mutual aid.
- Make all requests for Coast Guard/federal personnel, equipment and waterside security through the COTP.
- Establish liaison with police department for land-side traffic and crowd control, site security, and evacuation.
- Provide portable communication equipment to response personnel from outside agencies.

Master of the Vessel:

The Master is always in charge of the vessel, but NEVER in charge of the fire fighting efforts of non-vessel personnel.

Owners/Operators of Vessels/Waterfront Facilities:

These individuals are always a critical source of vessel/facility information. Regardless of other response resources, the owners/operators of vessels and facilities retain a fundamental responsibility for safety and security.

Important Factors to be Considered in Responding to a Vessel Fire:

Fixed shipboard fire protection systems will seldom be of value to agencies responding to a vessel fire. These systems are designed for the vessel's self protection and will have already proven to be inadequate for the incident to which you are responding. They are limited in capacity whether it is the rating of the fire pump, the pressure rating of the water mains, or the capacity of the foam concentrate/carbon dioxide storage tanks. Supplementing these systems is usually very difficult due their location aboard ship and the fact that the equipment is usually incompatible with that of local response agencies.

Final extinguishment of shipboard fires is seldom possible without firefighters boarding the vessel to complete the task. The Incident Action Plans(IAP) should allow for this likelihood and make provision for these

potential needs (equipment, strategy/tactics expertise, firefighters (local or private)) at the outset of the incident.

Shipboard firefighting is a manpower intensive operation if a vessel is dockside. Crews are effective for shorter periods of time due to the rigors of this type of firefighting. If these same crews must approach from the water side, additional factors of rough seas, access routes not designed for personnel in firefighter's protective clothing, etc., further reduce their effectiveness and greatly increase the dangers involved.

Logistics are generally very different from most landside responses. Problems that are relatively easily solved on shore (sustained high volume water flow, augmenting of foam/C02 agent delivery, manpower utilization/ relief/staging) become extremely difficult when the incident takes place while the vessel is underway or at anchorage. It is usually preferable to select a loading site which results in more land travel and less water travel enroute to the site. When considering delivery of resources to the site of a potential fire, planners should prepare for the worst possible scenario and activate enough resources to handle the maximum fire potential if prevention efforts fail.

When establishing the Safety Zone, take into consideration the fire and explosion potential. Establish a zone of sufficient size to encompass potentially affected areas if an explosion or fire occurs. Ensure no vessel movement takes place without the permission of the COTP, especially separation of vessels involved in a collision.

VESSEL FIRE - Checklist Highlights (Use checklist in MFCP):

Situation: Vessel on fire, away from dockside with fire extending or threatening to extend from point of origin. Crew unable to control fire.

Strategies:

- Apply high volume water delivery to lower heat and possibly reduce threat of fire spread while plans formulated.
- Formulate Incident Action Plan (IAP) to determine whether foam extinguishment is possible. Determine type of liquid hazard (hydrocarbon, polar solvent, etc). Dtermine size of liquid surface area to properly calculate application rate of foam solution. For assisstance in calculation, types of foam concentrate required, equipment response time, etc. contact the Petro Chem Mutual Aid Organization Dispatch Center at (510) 242-5555.
- Make foam attack via firefighting vessels suited for the task employing appropriate tactics to reduce fires to a point where final extinguishment can be completed, if neccessary, by foam handline and/or portable dry chemical extinguisher aboard the vessel as required.

Steps to take:

- Have ship's personnel man emergency stations if possible.
- Establish Safety Zone as required to include all areas that might become involved.
- Insure that no vessel movement takes place (including disenlodgement of vessels in a collision) without permission of COTP.
- Initiate call-up of neccessary resources via resource Guide in Marine

Fire Contingency Plan. Emphasis on:

- Fireboats and Firetugs (Section 8)
- Tugs and Barges (Section 18) In areas where dedicated firefighting vessels are unavailable, these vessels can serve as adequate firefighting attack vessels once equipped with portable equipment.
- Portable Fire Pumps (Section 21) Vessels not equipped with water pumping capability can be converted at the time of the incident provided they have sufficient deck space and load carrying capability. As demonstrated during the M/V Jupiter fire, portable pumps can be lashed aboard a vessel of opportunity, (USCGC BRAMBLE in this instance), and supply water delivery requirements. Positioning the pump where the hard suction hose can reach the water is imperative.
- Foam proportioning/Delivery Equipment (Section 11) The size of the fire will dictate the flow rate requirement of the delivery equipment. Foam solution delivery needs can number into the thousands of gallons perminute. These large flow requirements are usually possible only by massing the flows of multiple proportioners and master stream delivery devices.
- Foam Bulk Suppliers (Section 10) Quantities required should include that required for each phase of the incident. The need to respond as quickly as possible will limit the theinitial volume of foam concentrate to that which is contained in the tanks (300-2500 gals of concentrate) of the fireboat/firetugs included in the initial response. Immediate activation of the MFCP will shorten the period of time neccessary to replenish foam blankets provided by the first responding firefighting vessels. Within three hours 30,000 plus gallons of concentrate can be enroute to appropriate shoreside equipment loading sites. If the safing of the incident requires more, resupply will necessitate response from sources of foam concentrate as far away as Los Angeles and beyond. Obviously, if the need for these resources is anticipated, early activation will reduce the likelihood of exhausting concentrate supplies during the operation. The M/V JUPITER incident resulted in the mobilization of resources, some of which were thousands of miles away at time of activation. Shoreside Emergency Loading Sites (Section 15). All Equipment, manpower and materials not already aboard a vessel will have to be appropriately transferred at a location that will permit the shortest response time to the scene. Therefore, it is usually preferrable to select a loading site which results in more land travel but less water travel enroute to the scene.

Steps to be avoided:

- Disturbing foam blankets.
- Using the vessels, once committed to foam operations, for other duties.

FIRE PREVENTION DURING AN OIL SPILL- Checklist Highlights (Use checklist in MFCP):

Situation: Vessel leaking Flammable Liquid from collision or grounding with no fire.

Strategies:

- Apply high volume water delivery to disperse vapor clouds if neccessary.
- Foam application in areas of Flammable Liquid accumulations.

Steps to take:

- Have ship’s personnel man emergency stations if possible.
- Establish Safety Zone as required to include all areas that might become involved if there is ignition.
- Insure that no vessel movement takes place (including disenlodgement of vessels in a collision) without permission of COTP.
- Initiate call-up of neccessary resources via resource Guide in Marine Fire Contingency Plan. Emphasis same as for VESSEL FIRE.

Steps to be avoided:

- Applying foam from locations downwind of the vaporizing Flammable Liquid.
- Disturbing foam blankets
- Using vessels, once committed to foam operations, for other duties.

CONTROLLED BURNING SCENE SAFING - Checklist Highlights
(Use checklist in MFCP):

Situation: Vessel(s) involved in fire in which premature extinguishment might cause more problems than a "controlled burn" situation. An example of this type of incident was the fire that took place in Deer Park, TX on October 7, 1986 (see NTSB MAR-87-08) in which MTBE (methyl tertiary butyl ether) leaking from barge was specifically not extinguished. It was determined that, by doing so, a potentially larger pollution/fire situation was averted.

Strategies:

- Apply high volume water delivery to reduce heat and possibly reduce threat of fire while extinguishment plans are made.
- If foam is being considered, determine the following:
  - Type of Liquid hazard, (hydrocarbon, polar solvent, etc.)
  - Size of liquid surface area requiring foam application. For assistance in calculation, types of foam concentrate required, equipment response time, etc. contact the Petro Chemical Mutual Aid Organization Dispatch Center at (510) 242-5555.
- Implement plan of sustaining required foam delivery using shuttle vessels to resupply delivery devices.

Steps to take:

- Have ship's personnel man emergency stations if possible.
- Establish Safety Zone as required to include all areas that might become involved.
- Insure that no vessel movement takes place (including disenlodgement of vessels in a collision) without permission of COTP.
- Initiate call-up of neccessary resources via resource Guide in Marine Fire Contingency Plan. Emphasis same as for VESSEL FIRE.

Steps to be avoided:

- Disturbing foam blankets
- Using vessels, once committed to foam operations, for other duties.

TAB M SALVAGE

Introduction:

A vessel casualty and oil spill or potential oil spill, may require the following or a combination of the following responses:

Search and rescue
Oil spill containment/clean-up
Vessel fire
Vessel salvage

The first priority in a vessel casualty is the safety of the crew and any other personnel in the area. Search and Rescue and firefighting are typically human safety issues. These emergencies and their relationship to follow-on phases of spill clean-up and vessel salvage are described below.

The SAR (Search and Rescue) Mission Coordinator (SARMC) responds to missing or endangered vessels by deploying Coast Guard or other available rescue resources. This individual will be the local Coast Guard Group Commander or District Commander in whose zone the vessel casualty occurrs. The On-Scene Commander will typically be one of the units responding. Until the safety of the vessel's crew is ensured, the control of the incident will not shift to the Captain of the Port as the Federal On-Scene Commander for Oil Spills or for a Vessel Fire.

In the event of a Vessel Fire or a Fire at a Marine Facility, the Marine Firefighting Contingency Plan, (MFCP), will be implemented. This plan can be used in conjunction with this Oil Spill Contingency Plan to enhance operations. Tab (L) of this ANNEX describes the relationship of firefighting to Oil Spill response as well as the use of the Marine Firefighting Contingency Plan (MFCP).

While pollution response clearly takes priority over salvage efforts, the two responses may necessarily be conducted concurrently. Salvage operations could be critical to preventing any further discharge of oil. The FOSC will prioritize actions to avoid interference between salvage and pollution response efforts.

Salvage Operations:

Parties involved in salvage response should refer to Chapter 8, Volume I of the U.S. Navy Salvage Manual for specific information relating to salvage techniques. A listing of salvage resources, is contained in Tab G to Appendix III of Annex F of this plan. Guidelines for communications between all involved parties are provided in Annex K of this plan.

Salvage efforts may be divided into **three phases:** stabilization, refloating, and post-refloating. During the stabilization phase, salvors

take steps to limit further damage to the vessel, and to keep the ship from being driven harder aground or broaching. Response leaders gather information and formulate a salvage plan. That plan specifies actions to be taken during the refloating and post-refloating phases of the salvage. The refloating phase commences when the salvage plan is executed and ends when the ship begins to move from her strand. During post-refloating, the vessel is secured and delivered to the designated port facility.

Stabilization Phase:

Stabilization of the vessel immediately following grounding is the responsibility of the vessel's master. Prudent immediate actions include, but are not limited to: accurate assessment of the situation including crew safety, ship damage and potential for discharge of pollutants; taking immediate damage control measures such as securing watertight closures; ballasting of intact tanks to reduce working of vessel; notifying the local Coast Guard Captain of the Port, Vessel Traffic Service and the vessel's owner or agent; and requesting tug, salvage, and lightering assistance, as needed. The Officer in Charge of Marine Inspections (normally same individual as the Captain of the Port) will mobilize the Coast Guard duty marine inspector and investigator; they will begin an assessment of the extent of damage and cause of the incident, respectively.

Prudent actions **would not** include the following: jettisoning weight in an attempt to lighten the ship prior to backing off the vessel; attempting to back the vessel off with a breached hull; failure to take proactive action to stabilize the ship and determine its condition.

Upon arrival, the salvage ship or vessels, and personnel, should conduct damage control and position stabilization. Damage control actions may range from augmenting the ship's crew to conducting firefighting and flooding control. Position stabilization consists of securing the ship at the first opportunity to prevent it from broaching or being driven further ashore.

In preparation for development of the salvage plan, the salvor must conduct a thorough salvage survey of the vessel and its immediate surroundings. The survey is defined in the Navy Salvage Manual as being comprised of: the preliminary survey; the detailed hull survey; the topside survey; the interior survey; the diving survey; the hydrographic survey; and the safety survey. The salvor should refer to Section 8-2.6 of Volume I of the Navy Salvage Manual for details. The information may be recorded on the salvage survey form included in Appendix I, Chapter 8, Volume I of the Navy Salvage Manual, or on a form of the salvor's choosing. The information requirements of the Navy form are extensive and should be completed only to the extent that they are appropriate to the salvage problem at hand.

Refloating Phase:

The salvage plan is implemented during this phase. The plan should be considered a flexible working plan with appropriate changes made in response to changing conditions. During this phase, all parties must be in close communication, and the process should be brought to a halt if significant safety problems develop. The salvor, responsible party, and the Captain of the Port have the authority to stop salvage operations in this case.

Working with the Responsible Party and the naval architect, the salvor must develop a salvage plan. The plan must detail actions to be taken and resources to be used, and it must set organizational responsibilities and the anticipated schedule. **After the plan is prepared and prior to initiating salvage operations, the Responsible Party must submit the plan to the Federal On Scene Coordinator or his designated representative, for review**. The Federal On Scene Coordinator will review the plan, and approve or disapprove it based upon real or potential risks to port safety and the environment. When steps must be taken immediately, the FOSC will respond to the Responsible Party within a time frame appropriate to the situation regarding those steps. Any plans for the intentional jettisoning of cargo will be reviewed as part of the salvage plan. The salvage plan should include the following:

- Basic information identifying the ship’s characteristics and the condition of the stranding
- An analysis prepared by the salvor and naval architect, which provides estimates of:
    - the ground reaction
    - the freeing force
    - location of the neutral loading point (point at which weight can be added w/out change in ground reaction)
    - stability grounded and afloat
    - strength of hull girder, damaged areas, attachment points, and rigging
    - a summary of the engineering rationale employed for selection of retraction and refloating techniques
    - hydrographic information
    - potential pollution risks
- List of specific safety hazards involved
- Means for controlling interference between pollution response efforts and salvage efforts
- Appendices which provide detailed information regarding techniques to be employed
- Location to which the vessel will proceed following refloating
- Means for controlling the vessel as it is freed
- Vessel escort, if any, to be employed
- Means for delivering vessel to destination (tow, own power)
- Any preparation of vessel necessary to gain permission for entry into port of destination
- Means of disposal if other than as described above

Post Refloating Phase:

This phase commences when the ship begins to move off the strand, and is completed when the ship has been delivered to a safe haven or repair facility. In addition, salvage resources and equipment should be removed from the salvage site. The options for disposal of the vessel include:
- Steaming into port, or to another location within the port
- Towing to safe haven
- Anchoring in preparation for tow or temporary repairs
- Beaching if the ship is in danger of sinking
- Scuttling or sinking

The following salvage plan items are to be updated, as necessary, following refloating:

- Overall seaworthiness
- Condition of vessel's bottom, for damage hidden by the strand
- Condition of piping systems and machinery
- Condition of all ship's systems necessary for the transit
- Ship's stability, list, and trim (may necessitate loading or shifting of weights)
- Patching and pumping arrangements for compartments in way of damage
- Towing bridle, day marks, and navigation lights (an insurance line should be rigged even when the ship proceeds under its own power)

If the vessel will steam or be towed to another location, the safe haven should be identified as early as possible due to the expected public and media interest that will accompany the vessel. Approval for the port entry by both the Coast Guard Captain of the Port and State of California must be received prior to the vessel transit. The Department of Fish and Game, Office of Oil Spill Prevention and Response (OSPR) will be the single State of California point of contact for the entry approval. Hull stability, cleanliness, "tracking" during entry, and response to anticipated oil discharges on drydocking must be addressed by the owner to the COTP and OSPR prior to port entry.

Following this phase, the Responsible Party shall submit a completed form CG-2692 to the Officer in Charge of Marine Inspection and submit all requested information to the Senior Investigating Officer of the Marine Safety Office.

Salvage Response for Other Than Strandings:

Salvage assistance may also be required for vessel sinkings and rescues (towing). In these cases, the relationships between the various parties remain the same as for strandings. For sinkings, the salvor must focus on methods for refloating the vessel, and vessel stability as it is refloated. For rescue situations, development of a comprehensive salvage plan may not

be necessary. Use of good marine practice in establishing and maintaining the tow, and coordination with the vessel's master, tow vessel, Coast Guard SARMC, the Captain of the Port, and the vessel's owner/operator may suffice. In either of these cases, the user of this plan should follow the guidelines presented, adapting them to the specific salvage requirements at hand.

Navy SUPSALV Assistance:

In the event that the Responsible Party does not respond to the casualty, the federal government may respond to the salvage requirement, utilizing the services of Navy Supervisor of Salvage. However, financial responsibility remains with the responsible party.

Navy Supervisor of Salvage services may be obtained by:

(1) Telephoning Supervisor of Salvage Operations (703)607-2758
After hours and weekends (NAVSEA Duty Officer) (703)602-7527
(2) Initiating a message to:
CNO WASHINGTON DC//N312/N866//
Add the following if applicable:
//N45// for oil pollution
//N873// for diving support
Info copy to: COMNAVSEASYSCOM WASHINGTON DC//00C//
Text should include: a brief description of services required; location; urgency; point of contact; and telephone number. If the task is urgent and requires immediate mobilization, the message should amplify this and include a statement that funding will be provided by separate correspondence.

SUPSALVAGE can provide the services of naval architects, may provide the services of naval salvage vessels, and has access to contracts which will provide the services of commercial salvors and equipment. SUPSALVAGE developed and has available software for rapid analysis of longitudinal strength and intact/damaged stability. The software is known as Program of Ship Salvage Engineering (POSSE). In some cases, software already in use onboard the vessel may provide sufficient information.

Coast Guard Marine Safety Center Technical Support:

Technical support is also available from the Coast Guard Marine Safety Center Salvage Team. This group can evaluate vessel stability, hull strength, and salvage plans, and may also be available to go on scene. MSC may be able to provide vessel plans for U.S. or foreign flag vessels. The Federal On-Scene Coordinator may obtain services of MSC by calling (202) 366-6481 during business hours, or by calling FLAGPLOT at (202) 267-2100, after hours.

TAB N WILDLIFE RECOVERY

A PRELIMINARY CALIFORNIA WILDLIFE RESPONSE PLAN

I. Introduction

II. Response Strategies

A. Primary Response
B. Secondary Response
C. Tertiary Response

III. Wildlife Treatment and Rehabilitation Resources

A. Mobile Equipment
B. Temporary Facilities for Oiled Wildlife Care
C. Permanent Facilities for Oiled Wildlife Care
D. Cooperating Wildlife Conservation Organizations with Trained Volunteers

IV. Wildlife Contingency Plans

A. Sea Otter Contingency Plan
B. Marine Mammal Contingency Plan
C. Marine Bird Contingency Plan

V. Natural Resource Damage Assessment: Documentation of Injury to Marine Wildlife

VI. Permit Requirements and NMFS Guidelines for Oiled Wildlife Response Activities

VII. References

I. INTRODUCTION

The purpose of this document is to assist the U.S. Coast Guard in responding to marine wildlife problems in their role as the Federal On-Scene Coordinator during an oil spill.

This document is a first effort to show the responsibilities and capabilities of the various organizations and agencies involved with the management of marine wildlife and provide an outline for a California Wildlife Response Plan that will be developed over the next few years.

This plan deals with those wildlife capture, handling, and transportation activities that would take place under the authority of the Incident Command during spill response and cleanup. Plan sections dealing with

wildlife treatment and rehabilitation procedures away from the spill site will be addressed in the future.

Wildlife response activities during past oil spills were largely uncoordinated efforts during which State and Federal agencies lacked the resources or preparation to effectively coordinate a response. Agencies, responsible parties, volunteer organizations and wildlife rehabilitations groups were only loosely coordinated during ad-hoc rescue, treatment and damage assessment activities.

In 1990, the President signed the Oil Pollution Act (OPA-90) requiring the development of a "fish and wildlife response plan" in consultation with the U.S. Fish and Wildlife Service, the Department of Commerce National Oceanic and Atmospheric Administration, and other interested parties including the State fish and wildlife agencies. OPA-90 required that the fish and wildlife response plan include "immediate and effective protection, rescue, rehabilitation of, and the minimization of risk of damage to fish and wildlife resources and habitat that are harmed or that may be jeopardized by a discharge. The fish and wildlife response plan required by OPA-90 has been renamed, "Fish and Wildlife and Sensitive Environment Plan" and is currently in draft form.

OPA-90 authorizes Federal resource trustees (Department of Agriculture, Department of Commerce, Department of Defense, Department of Energy, Department of Interior), State resource trustees (designated by the governor of each state), federally- recognized Indian tribes, and foreign trustees to seek compensation for injuries to natural resources caused by a discharge of oil. In California, the governor will designate the Resources Agency or Cal EPA to serve as Lead Administrative Trustee depending upon the resources affected. The National Oceanic and Atmospheric Administration (NOAA) is in the process of promulgating regulations for natural resource damage assessment (NRDA) resulting from discharge of oil. These regulations will supersede the Department of the Interior (DOI) NRDA regulations for oil spills.

California legislation SB 2040 (1990) parallels some provisions of OPA-90 in requiring the Administrator of the Office of Oil Spill Prevention and Response (OSPR) to develop contingency plans for the protection of fish and wildlife, assess damages to natural resources, establish rescue and rehabilitation stations for marine wildlife, and require restoration plans for wildlife habitat following spills.

During future oil spills in California, a wildlife response will be triggered by the OSPR through the 24-hour dispatch center. Responsible State and Federal trustee agencies will be contacted immediately along with wildlife rescue and rehabilitation volunteer organizations (see flow chart).

With the creation of the OSPR in 1991, considerable State personnel and

equipment resources were dedicated to oil spill planning, response, enforcement, and natural resource damage assessment. The ability within California today to undertake a wildlife response during a spill is far superior to that which existed prior to 1991. Even so, many planning efforts are still underway and the capabilities of rehabilitation facilities are as inadequate today as they were in the 1980's. Pending California legislation could, however, establish a fund to construct new wildlife rehabilitation facilities and augment existing facilities alleviating this problem.

The only wildlife species for which specific oil spill contingency planning has been attempted is the California Sea Otter. The contingency plan for that species is incorporated and will serve as a model for plans that are still being developed for marine birds and pinnipeds.

A page follows which show the anticipated needs for U.S. Coast Guard support of wildlife response activities during an oil spill.

The effectiveness of future wildlife response efforts will depend on the participation of all interested parties in this planning process and the commitment of adequate public and private personnel and equipment resources to meet the challenge.

Anticipated Needs for U.S. Coast Guard Equipment

and Staff Support to Augment a Wildlife Response
by the Trustee Agencies

<u>Small Spill Scenario</u>:

- One skiff (17-25 feet) and one inflatable boat (12-15 feet) with operators for wildlife capture and transport.

<u>Medium Spill Scenario</u>:

- Two skiffs and two inflatable boats with operators.
- One flat-bed truck with hoist and driver for animal transport.
- Part-time helicopter support for animal transport.

<u>Large Spill Scenario</u>:

- Three skiffs and five inflatable boats with operators.
- Two flat bed trucks with hoists and drivers.
- Full-time helicopter support for animal transport.

II. RESPONSE STRATEGIES[1]

A. Primary Response

The primary response for protecting marine wildlife from an oil spill is to prevent the oil from reaching areas where marine wildlife are concentrated utilizing standard response techniques such as:

Booms, dikes, berms, mechanical skimming, sorbent materials, in-situ burning, and dispersants.

Spill response strategies and techniques affecting wildlife are addressed in other Area Plans and will not be considered further here except for the following comments.

When in-situ burning is considered, prior to and throughout the effort, birds within the burn area should be hazed away or captured if they become contaminated.

The application of dispersants over large concentrations of birds should be avoided. Dispersants wash the natural oils off their feathers, reducing the insulation and buoyancy. After dispersants have mixed with water, their danger to birds is reduced but not entirely eliminated. (The position of large flocks fluttering over or sitting on the water should be carefully noted during reconnaissance flights and avoided when applying dispersants.) During a spill response the Wildlife Trustee Agencies (U.S. Fish and Wildlife Service, National Marine Fisheries Service, and California Department of Fish and Game) will advise the Unified Command on the use of appropriate response strategies.

Marine wildlife breeding colonies, migration staging areas, haul- outs, roosting areas, foraging habitats and other key wildlife habitats are considered elsewhere in the “Environmental Sensitivity” Area Plans.

B. Secondary Response

Birds

The secondary response to protect birds form an oil spill is to deter them from the slick or contaminated habitat. In many cases, birds must be deterred from contaminated areas repeatedly and frequently. There are circumstances where dispersal of birds will not be feasible. If a broad expanse of open water is affected, or if there are predominately diving birds, dispersal will only have limited effectiveness at best. Whenever possible, however, dispersal of birds from the immediate and adjacent areas of the spill, should be attempted.

A number of factors must be considered in determining locations for placement of dispersal (hazing) equipment. Oil will spread out and move

with winds, tides and currents. Time may not permit coverage of all areas with birds which mights become oiled. Selection of dispersal areas may have to be based on threatened or endangered status, the ability of species to recover losses, and the effectiveness of the hazing techniques on species present. Some dispersal methods may not be advisable in highly populated areas due to the noise they make or safety risks to people. Also oiled birds should not be dispersed since this can lead to introduction of oiled animals into uncontaminated populations.

Results are likely to be most effective in winter when birds are concentrated in coastal lagoons, estuaries and bays. Migratory birds may have a strong tendency to return to contaminated staging areas.

The devices and methods used for bird dispersal are generally grouped into visual and auditory, or a combination of both. The appropriate choice of method depends on the species involved, the surrounding environment, and the spill situation.

Visual Methods

Stationary Figures: A human effigy has been shown to be effective for deterring birds during daylight.

Helium-Filled Balloons: Helium-filled balloons have been used successfully to prevent birds from landing in fields and on water.

Auditory Methods

Propane Cannons and AV-alarms: These devices have varying effectiveness by bird specie and usually for only a short period of time, i.e., two to three days maximum. They would probably not be effective in rough, open sea conditions.

Other Noisemakers: The playback of recorded sounds of alarmed birds has been shown to be effective especially so if done in conjunction with detonators. Shell crackers ignited from land and boats were effective deterrents in previous spills.

Visual and Auditory Methods

Herding or Hazing with Aircraft:

This technique is used primarily for waterfowl. Helicopters have been effective in herding flightless birds (young or molting).

Herding with Boats: Herding with boats may be effective for flightless waterfowl but is ineffective for diving birds. With several boats, birds can be herded into protected or boomed areas which are not contaminated

with oil. Airboats may be more
effective for hazing many species of birds where water conditions allow their use, for example, in protected bays and marshes.

Secondary response will be undertaken by U.S. Fish and Wildlife Service and California Department of Fish and Game (CDFG) personnel utilizing hazing equipment which will be available at short notice by the CDFG/OSPR.

Capture and Relocation: Small populations of endangered or critically sensitive birds may be captured with cannon, rocket and drop nets, net guns, and swim or walk-in traps. Once captured, these birds should be transferred to "safe" areas away from the spill or holding facilities. However, this is very labor intensive and will not be practical in most cases.

Marine Mammals

Previous attempts at visual and auditory hazing of marine mammals including sea otters have not proven effective to date. Pinnipeds can not be effectively excluded from selected areas by the use of noise making or explosive devices or the use of boats.

Preemptive capture of marine mammals including sea otters to prevent contact with oil has been proposed and occasionally attempted. This activity may occur only at the request of Incident Commander and under the authority of the State and/or Federal Trustee Agencies. Methods for capture and transport of sea otters can be found in the attached Draft Sea Otter Contingency Plan. Methods for capture of other marine mammals may include walk-in traps, dip nets, net guns, and tangle nets and will be covered in future versions of this document under Marine Mammal Contingency Plans.

C. Tertiary Response

Birds

The tertiary response to protect birds from an oil spill is the capture, rehabilitation and release of oiled birds. This decision will be made by the State and Federal trustee agencies.

Capture and Transport of Oiled Birds

Human safety should be considered before any bird retrieval effort is conducted: an oil spill may present several safety hazards including toxic vapors, fire hazard, hazardous weather and seas, unsafe footing, or icy rivers. All personnel involved in retrieval should have appropriate safety training, be adequately protected, (rubber boots and gloves, etc.) and be

trained in handling techniques that protect human safety and present the least amount of stress to birds. These issues are addressed in the volunteer coordination and management plan.

Teamwork is essential to minimize stressing oiled birds. As they lose their waterproofing many species of birds move to shore, first preening on open beaches and river banks and later hiding under cover. Birds in this condition should be retrievable by teams on foot.

Beached birds should be approached quietly from the water's edge. This technique is much more effective if retrieval crews are in place shortly before dawn. In marine environments, boats and long-handled dip nets can be used as an approach at low tide for birds that have come ashore. Certain types of birds may be baited in close to a boat by "chumming" with fish or squid, and captured with a long-handled net. Several species may also be effectively captured from a boat with a netgun within a 10-15 meter range.

Where possible, it is advisable to close beaches and shorelines to the public and permit access only to those people designated to capture birds.

As birds are captured, immobilization is accomplished by placing towels, sheets or nets over the entire bird. Birds should be carefully handled through light coverings that minimize damage to feathers and human exposure to oil.

Netted birds are gently removed from the netting and completely covered with cloth. Wings must be folded normally against the body. A small bird can be secured against the handler's abdomen at waist level using one hand to cradle the bird while the other hand is placed on the back. Larger birds and some species with sharp bills should be carried in a reverse body hold.

Aggressive birds such as raptors, cormorants and herons can seriously injure handlers. The most important consideration is to restrain the head firmly without causing any injury. In addition, raptors should have their legs secured as well.

After capture, birds should be immediately placed in ventilated, solid-sided carriers such as cardboard boxes or plastic airline kennels for transport. Social, nonaggressive birds can be placed
with one or two conspecifics, but aggressive species such as loons and cormorants should be individually housed.

Crated birds must be evaluated frequently for overheating when ambient temperatures are above 20C (70F) and for possible chilling in cooler weather. If birds demonstrate open-mouthed breathing or other signs of heat stress, additional ventilation holes can be made or the number of birds per carrier can be decreased. Captured birds should receive medical evaluation and preliminary treatment by trained personnel within 1 to 2 hours, if possible.

It is important that all observations of oiled birds be noted by oil spill response personnel whether a capture is made or not, so that an accurate assessment of the oil spill can be made. All dead birds retrieved will be placed in appropriate packaging materials, properly labeled and brought to a central processing location. Personnel from the CDFG-OSPR and the USFWS will be present to implement processing protocols which will protect the chain of custody, and proceed with the natural resource damage assessment prior to routing the birds to rehabilitation facilities.

Marine Mammals

Capture and Transport of Marine Mammals.

Pinniped captures will only be attempted after evaluating each situation on a case-by-case basis and concluding that the potential benefits of capture far outweigh the potential negative consequences. The species involved, its size and its location with respect to other marine mammals will be major factors considered when making the decision of whether or not to capture and, if capture is opted, the method used. Captures will generally be of isolated individuals on beaches, spits, tide flats or other relatively flat surfaces utilizing shield boards and brail nets. Less often, captures could be attempted from rock jetties, piers, docks or even in the water for several debilitated animals. Long handled dip nets, floating bag nets and a net gun have all been used with some success. Each of these situations will require experienced capture personnel from one of the marine mammal rehabilitation centers. Transport will be in portable pet kennels of an appropriate size or similar cages. Shaved ice will sometimes need to be provided to avoid overheating.

III. Wildlife Treatment and Rehabilitation Resources

A. Mobile Equipment

1.) The DFG-OSPR Mobile Equipment. (Available statewide within 10-12 hours)

a) One mobile veterinary laboratory. A 1 ton Ford PU chassis, approximately 22 feet long. Includes telephone and CDFG radio, an operating/examination table also capable of washing oiled animals (few), electrical generator, refrigerator, sink, 15 gallon propane tank, 40 gallon water tank, 40 gallon waste water tank, gas anesthesia machine, centrifuge, misc. laboratory equipment and space, air conditioning and three built-in kennels can recycle water from 1 inch hose. Location: DFG/ OSPR, Rancho Cordova (RC).

b) One Veterinary truck. A 3/4 ton 4 wheel drive Chevy PU chassis with a Bowie Vet Box. Includes CDFG radio and telephone, refrigerator, hot and

cold water, disinfectant water, 40 gallon water tank, slide-out examination/operating table, electrical generator, winch, air pressure tank, and a portable anesthesia machine. Location: RC.
c) Two 22' cleaning and rehabilitation trailers. These include 12 built-in kennels (which are each divisible in half to total 24 cage spaces), two animal wash stations, 120 gallon water tank, 50 gallon propane tank, propane water heater, 100 gallon waste water tank can receive water from 1 inch hose, air conditioning and two 6 KW generators each. Location: RC.

d) One 40' Mobile Oiled Bird Cleaning and Rehabilitation Trailer (MOBCART). A 40 foot trailer with ten bird wash stations, nine rinse stations, oily water holding tank, six 125,000 BTU propane powered tankless water heaters, and water softener hook-ups. For full water capacity, requires two one-inch hose service at 65 psi. Propane and 120 volt AC electrical outlet are necessary at destination. Location, Clean Seas' yard, Carpenteria.

e) Three bird cleaning and rehabilitation equipment trailers (bird trailers). These contain a variety of bird rescue and rehabilitation supplies, including portable plywood pens, bedding, wading pools, netting capture nets, gloves, scales, blenders, soap, etc. They are currently being renovated and resupplied. Current locations, two at RC and one at Upper Newport Bay Ecological Reserve.

2.) Texaco Company Mobile Equipment. Five Sea Otter Cleaning and Rehabilitation Modules. Each module contains equipment; including gloves, rain gear, boots, towels, hoses, buckets, garbage cans, dip nets, space heaters, pet dryers, cages, data forms, etc. Location Texaco, Port Hueneme.

B. <u>Temporary Facilities for the Care of Oiled Marine Wildlife</u>

San Francisco MSO

State Park District HQ in Eureka
(707) 445-6547 - 600A W. Clark, Eureka, CA
About 2,000 sq. ft. available
Some office space, restrooms attached
Water on site
Heat and ventilation available
No oily wash water disposal on site

Patrick's Point State Park Maintenance Yard
(707) 677-0371
New facility with 1,500 sq. ft. vehicle service bays
Some office space, restrooms attached
Water on site
Heat and ventilation available
No oil wash water disposal on site

Redwood Acres Fairground - Eureka
(707) 445-3037 - ask for manager
Private facility
3 heated buildings 2,000, 6,000 &
13,000 sq. ft.
Restrooms on site
Water available
No oily wash water disposal
Heavily used, probable schedule conflicts

County Fairgrounds at Ferndale
(707) 786-9511 - ask for manager
Private facility
20,000 sq. ft. heated building with linoleum floor
Restrooms on site
Water available
No oily wash water disposal
Heavily used, probable schedule conflicts

Woodley Island Marina - Jack Alderson
(707) 443-0801
No structure but couple of acres available for Temporary structures
Electricity on site
Water (hot and cold) and restrooms available
Oil/water separator on site
Near wildlife refuge (Woodley, Indian, and Daby Islands)

Moss Landing PG&E Power Plant
Moss Landing Oiled Bird Rehabilitation Facility
Contact Steve Abbott (408) 633-6649

LA/LB MSO

Port of Los Angeles, (310) 732-7678
Seal Beach Naval Weapons Station, (310) 594-7011

San Diego MSO

North Island Naval Air Station,
Executive Officer (619) 545-8175
Camp Pendelton, Duty Officer (619) 725-5617
San Diego Port Authority,
Paul Libuda, (619) 686-6340
U.S. Navy, LCMDR Jerry Abbott, (619) 532-1824

C. Permanent Facilities Willing to Assist in the Rescue and Care of Oiled Wildlife and Designated Contact Person

North Coast Marine Mammal Center
424 Howe Street
Crescent City, California
Mr. Jim Lentz
(707) 465-6265

Humboldt Wildlife Care Center
516A Rock Pit Road
Fieldbrook, California 95521
Daniel Oram
(707) 839-8663

Bird Rescue Center
3430 Chanate Road
Santa Rosa, California 95404
Ms. Crystal Norris
(707) 523-2473

The Marine Mammal Center
Marin Headlands - GGNRA
Sausalito, California 94965
Ms. Peigin Barrett
(415) 289-7325

California Center for Wildlife
P.O. Box 150957
San Rafael, California 94915
Ms. Mary S. Kmak
(415) 456-7286

International Bird Rescue and Research (IBRRC)
699 Potter Street
Berkeley, California 94710
Mr. Jay Holcomb
(510) 841-9086

Peninsula Humane Society-Wildlife Care Center
12 Airport Boulevard
San Mateo, California 94401-1098
Ms. Susan Kelly
(415) 340-7022 (ext. 376)

Injured and Orphaned Wildlife
P.O. Box 6793
San Jose, California 95150
Ms. Dodi Franklin
(408) 946-4212

The Lindsay Museum
1901 First Avenue
Walnut Creek, California 94596
Mr. Stephen Barbata
(510) 935-1988

Native Animal Rescue
2200 Seventh Ave.
Santa Cruz, California 95062
Ms. Carla Eilrich
(408) 462-0726

Monterey SPCA
P.O. Box 3058
Monterey, California 93924
Ms. Lisa Hoefler
(408) 373-2631 ext. 224

Pacific Wildlife Care
P.O. Box 3257
San Luis Obispo, California 93403
Ms. Sue Patton or Mr. Tom Muran
(805) 489-0411 (805) 466-2125

Los Angeles/Long Beach MSO

Santa Barbara Wildlife Care Network
P.O. Box 6594
Santa Barbara, California 93160
Ms. Estelle Busch
(805) 966-0568

Wildlife on Wheels (International
Bird Rescue Research Center South)
P.O. Box 512
Sunland, California 91041-0512
Ms. Mimi Wood
(818) 951-3656

Friends of the Sea Lion Marine Mammal Center
20612 Laguna Canyon Road
Laguna Beach, California 92651
Ms. Judith K. Joner

(714) 494-3050

All Creatures Care Cottage
(Alliance for Wildlife Rehabilitation and Education- AWRE)
1912 Harbor Boulevard
Costa Mesa, California 92627
Dr. Joel Pasco
(714) 642-7151

Marine Mammal Care Facility at Fort MacArthur
3601 S. Gaffey St.
San Pedro, California 90731
Don Zumwalt (310) 548-5677, Pager (310) 490-5978

San Diego MSO

Sea World of California/Hubbs Research Foundation
1720 South Shores Road
San Diego, California 92109
Mr. Jim Antrim, General Curator
(619) 222-6363

Project Wildlife (Located at the San Diego Humane Society)
P.O. Box 80696
San Diego, California 92138-0696
Ms. Jackie Flesch (619) 692-0914,
Ms. Meryl Faulkner (619) 459-9137,
or Ms. Michelle Wikander (619) 264-6638

D). Cooperating Wildlife Conservation Organizations with Trained Volunteers

San Francisco MSO

California Ocean Assistance Spill Team
Friends of the Sea Otters
140 Franklin Street #309
Monterey, CA 93940
Ellen Faurot-Daniels
(408) 373-2747
(408) 726-1750

Los Angeles/Long Beach MSO

Marine and Mountain Wildlife Rescue
23715 W. Malibu Road
Malibu, CA 90265
Allan Rosen-Ducat
(310) 457-3445
(310) 457-9453

Cabrillo Museum
3720 Stephen White Drive
San Pedro, CA 90731
Steve Vogel
(310) 548-7546
(310) 7563

Amigos de Bolsa Chica
5811 McFadden Avenue
Huntington Beach, CA 92649
Phil Smith
(714) 960-0262
(714) 897-7003

San Diego MSO

Mesa College
7250 Mesa College Drive
San Diego, CA 92111-4998
Dr. Scott Haskell
(619) 627-2600
(619) 627-2832

IV. Wildlife Contingency Plans

A. DRAFT SEA OTTER-OIL SPILL CONTINGENCY PLAN FOR CALIFORNIA (Condensed Version)

Background - Members of the sea otter task force (which included representatives of all government agencies with relevant authorities, oil companies and their consultants, clean-up cooperatives and interested animal welfare organizations) agreed in 1989 that a permanent sea otter cleaning and rehabilitation facility should be established. It was also agreed that the facility should be located along the coast within the current geographical range of the California population of sea otters and that it be capable of processing 15 oiled sea otters per day, rehabilitating 125 at one time and holding 200 relatively long term (i.e., up to several months). This project is in progress, but will take several years to complete. In early 1990, most of the following general interim plan was agreed upon, and will remain in effect, subject to changes resulting from new knowledge or new consensus, until the permanent cleaning and rehabilitation facility becomes operational.

All oiled marine wildlife rescue response activities will be coordinated through the California Department of Fish and Game's (DFG) office of Oil Spill Prevention and Response (OSPR) Incident Command structure with the Federal On Scene Coordinator (FOSC). DFG, the lead agency in wildlife rescue response in California (under an MOU with the USFWS), will act in concert with USFWS in sea otter matters.

Interim Facilities - In the event of an oil spill (prior to the construction of the permanent sea otter cleaning and rehabilitation center), where sea otters are threatened with major contamination or are contaminated to the extent that capture and husbanding or capture, cleaning, rehabilitation and husbanding are deemed appropriate, a rescue response will be mobilized. Five facilities with extensive marine mammal care capability and expertise as well as the Pacific Gas and Electric Company's electricity generation plant in Moss Landing (PG&E-ML) have indicated an interest in participating in an interim cleaning and rehabilitation operation. The five are , roughly in the order they would be brought on line, 1) Monterey Bay Aquarium (MBA), 2) Long Marine Laboratory - UCSC (LML), 3) The Marine Mammal Center (TMMC), 4) Marine World-Africa USA (MW-AUSA) and 5) Sea World (SW) (Table 1). Floating, holding pens for holding larger numbers of rehabilitated or preemptively caught sea otters may be installed at Moss Landing Harbor in cooperation with PG&E- ML personnel. Initially, MBA, LML, and MMC will be fitted with the minimum equipment necessary to clean sea otters. Oiled sea otters could be cleaned and held at these three facilities. MW- AUSA and SW, at least initially, will only be used to hold sea otters if necessary.

Table 1. Interim Facilities List Including Primary Contact Persons and Other Important Contact Persons

Monterey Bay Aquarium	Office	Home
Dave Powell	(408)648-4827	
Charles Farwell	(408)648-4826	
Tom Williams, DVM 1	(408)648-4839	(408)375-5570
Julie Hymer 1	(408)648-4829	(408)646-9020
Candice Tahara 1	(408)648-7932	(408)649-5964
Marcie Tarvid	(408)648-4829	(408)372-2903
Linda Yingling	(408)648-4829	(408)646-6541
Susan Rainville	(408)648-4829	(408)633-5047
Brian Kawakami	(408)648-4829	(408)899-5555
Peter Ferranti	(408)648-4828	(408)375-5534
Michelle Staedler	(408)648-4976	(408)688-0465
Marianne Riedman	(408)648-4977	
after hours (security)	(408)648-4840	
Long Marine Laboratory, UCSC		
Gary Griggs	(408)459-2403	
Steve Davenport 1	(408)459-4771	
Howard Rhinehart 1	(408)459-3135	

Dave Casper, DVM 1	(408)459-3135	(408)688-2773
Keith Skaug	(408)459-4735	
after hours		
(Rhinehart's beeper)	(408)685-5410	

The Marine Mammal Center		
Peigin Barrett 1	(415)289-7337	(415)454-1613
Peigin's pager	(415)485-2130	
Ken Lee	(415)331-7331	(415)222-0680
Sandy Morgan 1	(415)289-7336	(707)252-4041
Dawn Smith	(415)289-7349	(415)488-0728
Laurie Gage, DVM 1	(707)644-4355	(707)255-9044
Lance Morgan	(415)289-7343	(707)935-7858
Krista Hanni	(415)289-7344	(415)647-2394

Marine World - Africa USA	
Pat Foster-Turley 1	(707)644-4000
Patrick Foster-Turley	(707)644-4000

Sea World	
Jim Antrim 1	(619)226-3830
Tom Goeff 1	(619)226-3830
after hours	(619)222-6362

PG&E Plant, Moss Landing	
Steve Abbott 1	(408)633-6649

Golden Gate National Recreation Area	
Chuck Bearlin 1	(415)556-2920

Training - Periodic sea otter handling and husbandry training will be conducted. Introductory training will be similar to that sponsored by Texaco on 28 Mar 90 in Monterey California. Specific training for veterinarians/AHTs, husbandry personnel and for capture and transport personnel should similarly be provided, with overviews of those skills being included in the introductory training. Volunteers, where needed, will be selected from the pool created by the Friends of the Sea Otter's and The Marine Mammal Center's volunteer training programs.

Capture and Transport - Capture and transport will be conducted primarily by trained DFG and USFWS personnel (Table 2). Logistical support will be available from the Fishermen's Oil Response Team. If additional help is needed, we could contract with Wildlife Rapid Response Team, Inc. (WRRT) and/or International Wildlife Research (IWR).

Each captured sea otter will be flipper tagged (with Temple, original, cattle size ear tags) and PIT tagged (passive integrated transponder) subcutaneously in the loose skin between the right heel and the tail.

Captives will be held and transported in #300 or #400 sky kennels fitted with a raised bottom grate. Shaved ice or any other form of fresh water ice (to combat dehydration) and a chew toy or toys (to combat tooth damage) would usually be a good idea in transport kennels. Food should be offered only if transport time is to be more than four or five hours to lessen additional fur fouling. Cleaning and rehabilitation at the five interim facilities will be conducted by pretrained resident staff, DFG, USFWS and trained volunteers. Each site's support accommodations will be bolstered as necessary. For example, trailer(s) for the additional personnel to dress and take breaks in or trailer(s) for otter stabilization and/or intensive care may be necessary. Additional freezer and/or refrigerator space for food storage may also be necessary.

Table 2. List of DFG, USFWS and Other Personnel With Capture[1] and/or Handling[2] Expertise

CDFG	Office	Home
Fred Wendell 1,2	(805)772-1261	(805)489-1687
Chris Pattison 1,2	(805)772-1261	(805)541-0397
Bob Hardy 1,2	(805)772-1261	(805)466-3466
Mike Harris 2	(805)772-1261	
Jack Ames 1,2	(408)649-2870	(408)633-5294
Jack Ames' pager	(916)326-0245	
Paul Wild 2	(408)649-2870	
limited experience		
Jim Hardwick 1,2	(707)552-0983	
Larry Espinosa 1,2	(408)649-2888	
Bob Lea 1,2	(408)649-2880	
David VenTresca 1,2	(408)649-2881	
Gary Ichikowa 1,2	(408)633-3700	
Jon Goetzl 1,2	(408)633-3700	
USFWS		
Research - UCSC		
Jim Estes 1,2	(408)459-2820	(408)475-4964
Mike Kenner 1,2	(408)459-3244	(408)728-3964
Research - Piedras Blancas		
Brian Hatfield 1,2	(805)927-3893	(805)927-4063
Ron Jameson 1,2	(805)927-3893	(805)927-3428
Galen Rathbun 1,2	(805)927-3893	
Nancy Siepel 2	(805)927-3893	
Tom Murphey 2	(805)927-3893	
Management		
Carl Benz 2	(805)644-1767	(805)493-2793
Greg Sanders 1,2	(805)644-1767	(805)985-7593
Steve Henry 1,2	(805)644-1767	
Marie Lindsey 1,2	(805)644-1767	

Toni Abajian 1,2	(805)644-1767	
Monterey Bay Aquarium - Research Dept		
Marianne Riedman 2	(408)648-4977	
Michelle Staedler 2	(408)648-4976	(408)688-0465
Alisa Giles 2	(408)648-4973	(408)464-2548

MBA husbandry staff will be involved with rehabilitation

Marine Mammal Center		
Dawn Smith 2	(415)289-7349	(415)488-0728
Patty Chen-Valet 2	(415)289-7329	(415)333-2623

Cleaning - Oiled otters arriving at a cleaning facility will be placed in a quiet area, examined and possibly treated by the veterinarian(s) and/or animal health technicians (AHTs) on duty. Fresh water and/or fresh water ice and perhaps food will be made available during this period. (Ice usually would have also been available during transport). Only when a veterinarian on duty determines that the otter is stable will cleaning procedures be initiated. A variety of data sheets will accompany each otter through the cleaning and rehabilitation process. The importance of careful data collection can not be overemphasized.

Cleaning procedures, modified appropriately by site specific equipment availability, are as follows. Sea otters to be cleaned will be anesthetized using fentanyl and azaperone or similar drugs (or perhaps halothane gas) by an experienced veterinarian and placed on the washing table. Ideally, washing tables will be equipped with three or four well aerated nozzles dispensing temperature controlled (approximately 70o F), softened, fresh water. Washing will constitute a cyclic wash, rinse, wash, rinse etc., with a 1 to 16 dilution of Dawn dish washing detergent and water. Four to six people are required per washing table, one (with heavy gloves) specifically to hold the head-paws area. Depending on the degree of oiling, washing will take from 40 minutes to one hour. The oily wash water should be held in a container which may be examined by someone from the local waste water treatment plant. It is likely that the small quantity of oil present may be disposed of along with the rinse water. The first wash water will probably not amount to more than 25 gallons per otter and probably less. The total quantity of oil on even a heavily contaminated sea otter will be very small. Small quantities of petroleum residues are allowed in domestic sewage. Second and additional washes may, without question, be directed into the domestic sewer system. Each animal will then be rinsed for 40 minutes to one hour. Animals will then be towel dried and moved to a drying table. Ideally, each drying table will be serviced by three or four air hoses with nozzles which deliver high volume, dried, temperature controlled air. However, initially we will have only one or possibly two heavy duty pet dryers per facility. Following drying, each animal will be reversed from the anesthetic (or removed from halothane), placed in a large, slat-floor kennel with a sliding top (=intensive care

cage) or other easy Vet/AHT access pen for intensive care monitoring). When fully recovered from anesthesia, and if its health state allows, each otter will be moved to one of the two- otter pen/pools (1 pool, 2 haul-outs) which will be serviced by abundant, clean, chlorine free salt water. As health and fur condition improve, otters may be moved to larger pools. All pools will have abundant haul-out space. It will generally take approximately seven to ten days for the fur to recover its water repellency.

Oily equipment (eg., cages and dip nets) should be wiped down thoroughly with oil sorbent pads then washed with detergent and water and disinfected with a chlorine solution. All oil contaminated solid waste must be treated as hazardous waste and disposed of properly.

Feeding - Food will be offered every two or three hours around the clock for animals in intensive care and four or five times a day for animals once they enter a two otter pool. Food will be prepared in each facility's existing food room closely coordinated by or with that facility's food room supervisor. (We will be working around existing schedules). Food offered will amount to 10 to 15 pounds per day per otter and consist of recently thawed clams, shrimps, sea urchins, market crabs, fish fillets, mussels, abalones, squids etc. as available. The ink sack should be removed from each squid to prevent confusion in diagnosing enteritis. Exoskeletons and squid pens may have to be removed to prevent drain clogging. Uneaten food will be removed and discarded prior to each feeding to insure that spoiled food is not consumed. Notes on amount of food consumed, behavior and coat condition will be kept on each otter, and data sheets will be filled out at regular intervals.

Holding - Rehabilitated otters will be held in large pools and/or floating holding pens for the minimum time possible. As soon as the habitat has cleansed sufficiently they will be released.

Release - Release, if there is negligible danger of introducing disease into the wild population (based on opinions of Vet pathologists from EPA, the USFWS National Wildlife Health Research Center, AFIP, OSPR others?) and giving due consideration to possible quarantine protocols, will be as soon as possible (to minimize the disease potential) and as near the original capture site as practicable (to reduce dispersal and thereby increase survival).

Research - Research protocols should be in place to track appropriate portions of the capture and rehabilitation procedure. As new knowledge becomes available, procedures will be modified accordingly.

Site Specific Procedures - Monterey Bay Aquarium (MBA)
MBA is located at 886 Cannery Row, Monterey California which is adjacent the ocean on the east side of Monterey Peninsula at the Monterey-Pacific Grove border. Sea otters should be brought through the security

controlled, locked gate near the intersection of Wave Street and Eardley Avenue and down to the corporation yard. Cages will be placed on the third floor in a quiet area or possibly in a mobile trailer on Hopkins Marine Station (HMS) property) for vet/AHT observation and stabilization. A wash table will be installed in the quarantine area. A quick connect for a water softener unit, which when activated will result in temperature controlled softened fresh water being delivered to the wash table via hose, has been installed in the quarantine area. Drying will be conducted in the Vet room, if that room is available, or in a mobile trailer on HMS property. The intensive care area will be on the third floor or in a mobile trailer. Five to eight two otter pool-pens will also be installed on the third floor. The larger holding pools will be used as available in the following order of preference: 1) Third floor, 2) HMS tank and 3) Quarantine tanks. The food room and the vet room are located inside the building on the first floor. If additional refrigerator space is needed, it will be brought in and placed near the food room. Ideally, additional personnel will all be aquarium volunteers, and therefore supportable by the existing volunteer support services, however, if necessary, additional trailer space will be provided on HMS property. Floating holding pens will be installed at PG&E-ML if needed (see PG&E Moss Landing below).

Long Marine Laboratory (LML) - LML is located on the western edge of Santa Cruz city. The address is 100 Shaffer Road. From Hwy 1 turn toward the ocean on Western Dr. Very quickly turn right on Mission St. then left on Natural Bridges Dr. Follow Natural Bridges Dr. to Delaware Ave. Turn right and follow Delaware Ave. to the entrance to LML property at Shaffer Rd. Follow this road (not Shaffer Rd.) which shortly turns to the left to the LML facilities. (The exact location of pre-established cleaning and rehabilitation equipment, and the emergency use of some of the existing space at LML is being worked out).

PG&E Moss Landing - The 70+ foot long dock at the entrance to the salt water intake structures for Pacific Gas and Electric Company’s electric power plant, units 1 through 5, in Moss Landing Harbor, provides an excellent place to moor floating holding pens for sea otters. There is, also, ample shoreside space to assemble and launch floating pens. The entire area is fenced and the access road is controlled by a locked gate. Adequate space for mobile equipment for food storage and preparation as well as for a personnel trailer is also available. All five existing 12 feet by 12 feet by 6 feet high floating pens may be tied directly to the existing dock. (For future expanded capability an emergency perpendicular dock could be installed, up to 100 feet plus in length, without closely approaching the main harbor channel). Observation blinds can easily be constructed using existing fencing, plywood and tarps.

The Marine Mammal Center (TMMC) - TMMC is located on the north side of the Golden Gate in the Golden Gate National Recreation Area (GGNRA). Incoming otters would almost certainly be arriving from the south. From Hwy 101 take the first off ramp after crossing the Golden Gate Bridge, which is

Alexander Ave. Then turn left under the freeway and left again for about 1 block. Bear to the right on Conzelman Rd. Travel up hill then turn right on McCullough Rd. Travel down hill then turn left on Bunker Rd. Continue on Bunker Rd. then turn right at the sign reading The Marine Mammal Center. Follow this road to the TMMC entrance. (The exact location of pre-established cleaning and rehabilitation equipment, and the emergency use of some of the existing space is being worked out).

Horseshoe Bay - A great alternative or secondary site for mooring floating holding pens appears to exist at Horseshoe Bay, a few miles away from TMMC and still within GGNRA. The National Park Service responded favorably to an inquiry about using the area for sea otter rehabilitation. In a spill situation where Moss Landing was affected, Horseshoe Bay would become the preferred site. If sea otters were being rehabilitated at TMMC, then Horseshoe Bay might be used even if PG&E-ML was also being used. As a third alternative there is potential to moor floating pens adjacent the Romberg State Center for Environmental Studies property at Tiburon.

B. MARINE MAMMAL CONTINGENCY PLAN (Preliminary Outline)

Background:

Training:
- Oil Recognition
- Capture
- Care and Rehabilitation

Capture and transport:
- Pinnipeds
- Cetaceans

Medical Care and Cleaning:
- Pinnipeds
- Cetaceans

Feeding:

Holding:
- Pinnipeds
- Cetaceans

Release:

Facilities:

C. Marine Bird Contingency Plan - (to be completed)

V. Natural Resource Damage Assessment:
Determining Injuries to Marine Wildlife - (to be completed)

Refer to the Natural Resource Damage Assessment (NRDA) Area Contingency Plan (SUCG Annex C, Appendix I, Tab D) for a discussion of wildlife NRDA within the Incident Command System.

VI. Permit Requirements and NMFS Guidelines for Oiled Wildlife Response Activities

(See tables: text to be completed)

PROTOCOL FOR DETERMINING PINNIPED OIL SPILL INVOLVEMENT

A. Live Animals

(In coordination with CDFG-OSPR and NMFS NRDA staff for Incident Commander.)

1) Determine if animal is a candidate for capture based on NMFS guidelines.

2) Capture may be initiated by a rehabilitation center under the guidance of CDFG-OSPR and NMFS NRDA staff.

B. Dead Animals

(In coordination with CDFG-OSPR and NMFS NRDA staff for Incident Commander, determine if carcass is fresh or decomposed.)

a. Fresh Carcass

1) Complete an NMFS stranding report.

2) Tag carcass with a field identification number.

3) Transfer carcass to a designated holding facility (freezer storage).

4) Perform necropsy.

5) Forward original stranding and necropsy report to NMFS.

b. Decomposed Carcass

1) Complete an NMFS stranding report.

2) Tag carcass with a field identification number and spray paint.

3) Contact responsible beach agency for disposal.

NMFS GUIDELINES FOR RESCUING PINNIPEDS IMPACTED BY AN OIL SPILL

(To be implemented under the guidance of CDFG-OSPR and NMFS NRDA staff for the Incident Commander.)

(1) No rescue should be initiated on free-swimming or beached pinnipeds in the vicinity of an oil spill unless the animal in question is in obvious distress. A good rule-of-thumb to follow is, if the animal attempts to evade capture, leave it alone.

(2) No rescue attempt should be made of any pinnipeds hauled out on a mainland or offshore island rookery site, or hauled out on a breakwater, barge, or bell buoy. The primary goal at these sites should be to boom off the immediate area, thereby creating a buffer zone around the site.

(3) No hazing of pinnipeds should occur unless authorized by the Incident Commander.

VI. REFERENCES

General Rescue and Rehabilitation Literature

Chevron USA-Western Region. 1988. Marine Wildlife Contingency Plan.

DFG/OSPR (Kelly, Paul). 1993. Oiled Wildlife Care. Draft Guidance Document.

Gage, L. J. et al. Elephant Seal Pup Manual. Revised 1993. In-house Training Manual. The Marine Mammal Center.

Gage, L. J. et al. Harbor Seal Pup Manual. Revised 1993. In-house Training Manual. The Marine Mammal Center.

Geraci, Joseph R. and David J. St Aubin. 1990. Sea Mammals and Oil, Confronting the Risks.

Roletto, Jan. 1993. Preliminary California Wildlife Response Plan Outline, Gulf of The Farallones National Marine Sanctuary, San Francisco, CA.

White, Jan, DMV. 1991. Basics in captive care for Common Murres (Uria algae), p 1-4.

White, Jan and Lynn Frink, ed. 1991. The Effects of Oil on Wildlife.

Sea bird Rescue and Rehabilitation Literature

Clean Seas Inc. (John Herring). 1989. Mobile Oily Bird Cleaning and Rehabilitation Trailer (MOBCART) Operations and Training Manual.

U.S. Fish and Wildlife Service. 1992 Draft. Region 7 Oil and Hazardous Substances Spill Contingency Plan, p 1-112.

Holcomb, Jay, International Bird Rescue and Research Center, Berkeley, California, Salting Avian Nasal Glands p 15-16.

IBRRC (Williams, Anne S.). Ed. Burridge, Jeff and Meryl Kane, API. 1985. Rehabilitating Oiled Sea Birds: A Field Manual. Updates appended through 1991.

International Bird Rescue Research Center, Revised 1993. Contingency Plan for Treating Oil Affected Wildlife, p 1-20.

Millicent A. Wood and Nicolette Heaphy, 1991 Oil Spill Conference, Rehabilitation of Oiled Seabirds and Bald Eagles following the Exxon Valdez Oil Spill, p 235-239.

Thorne, Dristine M., For the New Rehabber: Is Your Bird Waterproof? p 7-10.

Tri-State Rescue and Research, Inc. in conjunction with the Third International Conference, January 27, 1993 in New Orleans, Louisiana, Oiled Bird Rehabilitation.

White, Jan, DMV. Protocol for the rehabilitation of Oil-Affected Waterbirds, p 1-14.

Sea otter Rescue and Rehabilitation Literature

Bayha, Keith and Jennifer Kormendy, ed. 1990. Sea Otter Symposium: Proceedings of a Symposium to Evaluate the Response Effort on Behalf of Sea Otters After the T/V Exxon Valdez Oil Spill Into Prince William Sound, Anchorage, Alaska, p 17-19 April 1990.

DFG/OSPR (Jack Ames). 1993. Draft Sea Otter-Oil Spill Contingency Plan for California.

USFWS. Ron Britton. 1991. Draft Sea Otter Oil Spill Contingency Plan (for USFWS in California).

Western Oil and Gas Association. 1987. Sea Otter Oil Spill Contingency

Plan.

Williams, Terrie M. and Randy W. Davis, ed. in prep. Emergency Care and Rehabilitation of Oiled Sea Otters and Other Fur Bearing Marine Mammals.

TAB O VOLUNTEERS

Introduction

Volunteers can and have made significant contributions in assisting with oil spill containment and cleanup activities. However, their use has been limited as they often have little or no training in the mechanisms of oil spill containment and cleanup, or knowledge of health and safety requirements. Without appropriate training and direction, volunteers can present a hazard to themselves and others, as well as to the environment and wildlife which they wish to save.

Volunteers can usually be characterized as belonging to one of two categories: a) professional volunteers, or b) convergent volunteers. Professional volunteers may be individuals, members of organized groups or professional associations, who have been trained to perform specific tasks and functions related to oil spill containment and cleanup efforts. Convergent volunteers are usually individuals from the general public who spontaneously appear to participate in the cleanup effort following an oil spill, but have not received any training in oil spill containment or cleanup.

There are a number of onshore coordination and support activities that have a low magnitude of risk which could be successfully assigned to trained volunteers. These tasks are detailed later in this document. In any case, trained volunteers should be used to the extent of safety limitations and according to their level of training. A list of the names, phone numbers and training qualifications of volunteers needs to be maintained and updated periodically if such a workforce is to be effectively recalled and managed during a spill crisis. Likewise, procedures for the on-site training and a list of qualified instructors for convergent volunteers need to be detailed and arranged for prior to an oil spill to ensure successful on-site management.

Human health and safety is the first priority in decisions regarding the use of volunteers at an oil spill event. Response actions under this contingency plan will comply with the provisions of Title 8, California Code of Regulations, Section 5192, Hazardous Waste Operations and Emergency Response (HAZWOPER) as identified in Annex H.

The responsible parties (RPs) may utilize volunteers in accordance with their oil spill contingency plan procedures, or volunteers may be employed as unpaid state workers for the purpose of workers' compensation by the Administrator of the Office of Oil Spill Prevention and Response (OSPR). Ultimately, the use and control of volunteers at a response site is the responsibility of the unified command or Incident Commander.

In order to facilitate a consistent, statewide approach to volunteer coordination and management all local governments and potential RPs should

address the following areas in their plans for the utilization of volunteer resources:

A. Volunteer Resource Management Responsibilities

The Volunteer Unit within the Logistics Section of the unified command system as described in Annex B, Appendix II has primary responsibility for coordinating volunteer resources. The Volunteer Unit includes federal, state, and local government coordinators.

The Area Committee Volunteer Management subcommittees shall have responsibility for the following:

1. Identify local environmental and special interest groups and collect information on the organizations' abilities to provide support or assist in the mobilization of trained volunteers.

2. Identify a local coordinator to the Volunteer Unit of the unified command system.

3. Identify potential sites for volunteer reception centers and develop procedures for activating and equipping the sites.

4. Prepare volunteer guidelines and procedures for managing and utilizing volunteer resources.

B. Organized Volunteer Resources Database

Existing Volunteer Resources are identified in Annex F, Appendix III, Tab R. This resource listing must be kept current within each geographical area in order to effectively initiate the mobilization of volunteer organizations and resources.

This information should be kept current within the local governments contingency plans. The volunteer organization profiles also will be forwarded to both the OSPR and Area Committee chairperson. OSPR will maintain the information in a statewide database for inclusion in the State Plan. The Area Committee chairperson will use the information to update the Area Plan. The information collected should include:

- Description of the Organization
- Oil Spill Response Capabilities
- Response and Mobilization Capabilities
- Training History and Capabilities
- Description of Special Resources and Equipment

C. Identification of Potential Volunteer Activities

Local governments and potential RPs should specifically identify jobs and

roles for which trained volunteers will be used, and for which convergent volunteers can be trained and used. The duties and responsibilities should be developed for each job, including listing any minimum qualifications or special skills desired. Other information relating to mandatory training requirements, operation of special equipment, protective clothing, physical working location, etc., should also be identified for each position as well.

A list of possible volunteer roles and activities is shown below. The list is not all inclusive and may be expanded or altered according to the type of volunteers available in a particular area:

POTENTIAL VOLUNTEER ACTIVITIES

1. Volunteer Onshore Response Activities

a) Shoreline Cleanup (Pre-spill)
b) Beach Patrol
c) Crowd Control
d) Oil Spotters
e) Oiled Wildlife Spotters
f) Water Sampling
g) Vessel Owner ID and Notification
h) Shoreline Cleanup (Post-spill Debris Removal)

2. Volunteer Coordination and Management Activities

a) Volunteer Liaison to:
   . State/Federal Volunteer Program Coordinators
   . Wildlife Rehabilitation Program Coordinators
   . Public Information Officers
   . On-Scene Logistics Support
   . Planning and Financial Support
   . Local Community and Volunteer Organizations
b) Volunteer Intake Site Setup
c) Registration and Skills Bank
d) Orientation and Education
e) Interviewing and Screening
f) Assignment and Placement
g) On-site Training of Convergent Volunteers
h) Timekeeping
i) Recordkeeping
j) Ground Transportation
k) Parking and Traffic
l) Volunteer Site Logistics
m) Debriefing and Exit Processing
n) Post-incident Recognition of Volunteers

3. Volunteer Administrative and Logistic Support

Activities

a) Public Information and Awareness
b) Volunteer Center Communications Operations
c) Data Processing and Programming
d) Messengers and Runners
e) Drivers and Equipment Operators
f) Supply Acquisition
g) Donated Resources Control
h) Skilled and General Clerical Support
i) Skilled and General Laborers
j) Vehicle Maintenance and Repairs
k) Janitorial Services

In developing these duties, however, note that volunteers, in general, should not be used for physical removal or remedial activities unless specifically requested by the incident commander.

D. State Training Program Requirements

State and federal health and safety agency regulations clearly stipulate that all persons working with hazardous materials, including crude oil, must receive specific health and safety training. It is not likely that volunteers, especially convergent volunteers, will be utilized to work directly in the recovery of oil. In any case, all volunteers (professional or convergent) will be kept at chemical levels known not to cause injury or harm.

However, the State of California does require training for all on-site volunteers no matter what their occupation or assignment. This training is 4 hours long for convergent volunteers, and 24 hours minimum for long term, pretrained volunteers. Detailed training requirements are found in Annex H. It is important that the curriculum for this training and state and local training resources be identified in the volunteer management plan.

The state is developing a Scope of Work that defines what is a qualified instructor for teaching the required health and safety classes mentioned above. A statewide database is maintained which identifies approved individuals trained under the approved curriculum. The volunteer management plan must identify a procedure to facilitate participation in this system.
The state is actively budgeting money for statewide training grants. These funds are available to any local emergency plan holder once their plan is approved by the state, and will be used to provide training to local city, county and state government personnel, as well as local professional organized volunteer groups involved in oil spill response efforts. Local government volunteer management plans should identify their level of participation, including the number of persons to be trained, affiliation,

and available training facilities and instructors.

All volunteers requesting access to the oil spill site will have to demonstrate proper health and safety training prior to being given permission to enter.

E. Procedures for Utilizing Volunteers

The volunteer management plans should include implementing procedures for the following activities:

1. Volunteer Reception Centers

a) Identify and select volunteer reception centers (away from spill site). Select sites based on the following criteria:

- Accessibility to main roads, freeways
- Central location; site familiar to locals
- Parking and restroom facilities
- Meeting/conference rooms
- Availability of food and water
- Primary usage that may affect availability during event (i.e. Sunday church services; classrooms in daily use)

b) Identify procedures to secure phones and radio communications. (To be coordinated with the Logistics section of the unified command).

1) Set up phone numbers for inquiries concerning the need for volunteers, including toll free number if deemed appropriate. Develop phone procedures.

2) Coordinate with the Public Affairs staff of the unified command to notify media of number to call for volunteer information.

c) Identify and secure other equipment, materials and supplies as needed. (To be coordinate with Logistics section of the unified command).

d) Identify/contact local organized volunteer groups who are able to provide services and staff, if required or deemed appropriate.

2. Volunteer Intake and Registration Processing

a) Require all potential volunteers to register, using a standardized Volunteer Registration Card. (This form and other intake documents are being developed by the Volunteer Ad

Hoc Group).

b) Inform/educate potential volunteers on the status and nature of spill hazards, health and safety issues and mandatory training requirements.

c) Identify job opportunities, duties and responsibilities, placement issues, supervision, work schedules, and special on-site training needs. Prepare procedures/checklists for volunteer intake and orientation.

d) Identify special bird and animal rescue/rehabilitation training requirements. Refer potential volunteers to established organized volunteer wildlife rescue and rehabilitations group representatives. Refer trained, certified wildlife rescue volunteers to on-site Volunteer Wildlife Program Coordinator.

3. On-Site Training and Verification

a) Identify and equip training area within or near the Volunteer Reception Center to accommodate convergent volunteers. Develop site activation checklist.

b) Establish a training schedule and identify competent qualified instructors (as defined by the OSPR Scope of Work).

c) Process training documentation; include procedures to verify existing training credentials.

A Volunteer Management Guideline is being prepared by the state Ad Hoc Volunteer Planning group. This document will include standardized forms, uniform procedures, and educational/ informational materials to assist local governments and potential RPs in developing the volunteer component of the Area Contingency Plan.

The Office of Oil spill Prevention and Response (OSPR) will utilize a Volunteer Coordinator to facilitate the organization and implementation of a volunteer program within the OSPR. This is a dedicated staff position which will participate in both administrative and spill response activities. All questions, requests and issues relating to volunteers are to be referred to OSPR's Volunteer Coordinator as the primary point of contact.

In addition to hiring a Volunteer Coordinator, the OSPR also has signed a contract with the County of Santa Cruz (CSC) finalizing an agreement for fiscal year 94/95 to establish a field volunteer administrative program. This is a pilot effort leading to the development of a consistent statewide program for professional and convergent volunteers, specifically trained for oil spill response.